BOOK OF LIFE

PRIVACY NOTICE

Document: Privacy Notice
Responsible body: Book of Life Membership and Registration Authority (MRA)
Applies to: Website visitors, prospective applicants, applicants, registered members and former members
Proposed effective date: To be confirmed
Review frequency: At least annually, and whenever relevant legal or operational changes occur

1. Introduction

The Book of Life respects the privacy, dignity and personal rights of every individual who visits our website, applies for membership or participates in our community.

We recognise that applying to join a community involves placing trust in the organisation responsible for handling personal information. We therefore undertake to collect, use, store and protect personal information responsibly, transparently and lawfully.

This Privacy Notice explains:

- What personal information we collect.
- Why we collect it.
- How we use and protect it.
- Who may access or receive it.
- How long we retain it.
- What rights individuals have over their information.
- How to contact us about privacy matters.

The Book of Life is an independent community. It is not a government authority, police organisation, religious institution or political party.

2. Who Is Responsible for Your Information?

The organisation responsible for determining how and why personal information is processed is the Book of Life, acting through its Membership and Registration Authority (MRA).

For privacy enquiries, please contact:

> **Data Protection Contact**
> Book of Life Membership and Registration Authority
> Email: [Insert official privacy email address]
> Postal address: [Insert registered or correspondence address]

Before this notice is published, the organisation must confirm its legal identity and the correct identity of the data controller.

3. What Information Do We Collect?

Depending on your relationship with the Book of Life, we may collect the following categories of information.

3.1 Identity Information

- Full legal name.
- Preferred name.
- Date of birth, where necessary.
- Address, where necessary.
- Evidence of identity, where proportionate and required.

3.2 Contact Information

- Email address.
- Telephone number.
- Correspondence address.
- Preferred method of communication.

3.3 Membership Application Information

- Completed application form.
- Reasons for wishing to join.
- Confirmation that you have read and understood our founding values.
- Relevant answers to membership eligibility questions.
- Information supplied during an application interview.
- Signed confirmation of the Member's Pledge, where accepted.

3.4 Safeguarding and Criminal Record Information

Where there is a lawful basis and a legitimate, role-related requirement, we may process limited information concerning criminal convictions, cautions, relevant safeguarding matters and DBS checks.

We will not routinely collect criminal record information merely because someone wishes to become an ordinary member.

We will only request or process this information where the purpose, legal authority, lawful basis and applicable data-protection conditions have been established.

3.5 Membership Administration Information

- Unique membership registration number.
- Membership status.
- Registration and membership dates.
- Confirmation of pledge acceptance.

- Relevant membership correspondence.
- Records of complaints, disciplinary matters, suspensions, appeals or voluntary withdrawal.

3.6 Website and Technical Information

When you visit our website, limited technical information may be collected, depending on the website services and technologies in use.

This may include:

- IP address.
- Browser and device information.
- Website access logs.
- Pages visited.
- Cookie preferences.
- Information voluntarily submitted through website forms.

Non-essential cookies or analytics technologies will only be used in accordance with applicable privacy and electronic communications requirements.

4. Why Do We Collect Your Information?

We collect personal information only where it is necessary for defined organisational purposes.

These purposes may include:

1. Processing membership applications.
2. Confirming applicant identity where necessary.
3. Communicating with applicants and members.
4. Assessing eligibility for membership.
5. Administering the confidential membership Register.
6. Arranging appropriate safeguarding checks where lawful.

7. Conducting membership interviews.
8. Managing complaints and membership disputes.
9. Administering suspensions, removals and appeals.
10. Protecting members and supporting responsible community activities.
11. Meeting applicable legal and regulatory obligations.
12. Maintaining the security and functionality of our website.

We will not use personal information for unrelated purposes without an appropriate lawful basis and, where required, providing further information or obtaining consent.

5. Our Lawful Bases for Processing Information

The Book of Life will identify and document an appropriate lawful basis under Article 6 of the UK GDPR for each processing activity.

Depending on the circumstances, this may include:

- **Consent:** Where an individual has freely agreed to a specific use of their information.
- **Legitimate interests:** Where processing is necessary for a legitimate organisational purpose and does not override the individual's rights and interests.
- **Legal obligation:** Where processing is necessary to comply with a legal requirement.
- **Contractual necessity:** Where processing is objectively necessary to take steps requested by an individual before entering into a contract or to perform a contract, where applicable.

We will not assume that membership administration automatically creates a contractual basis for every activity.

Criminal Record Information

Criminal conviction and offence information is subject to additional legal restrictions under Article 10 of the UK GDPR and the Data Protection Act 2018.

The Book of Life will only process such information where it has identified a lawful Article 6 basis and a valid legal authorisation or applicable Schedule 1 condition under the Data Protection Act 2018.

Where required, an Appropriate Policy Document will also be maintained.

Consent alone will not be treated as sufficient legal authority to process criminal offence data.

6. Special Category Personal Information

Special category information receives additional protection under data-protection law.

This includes information revealing:

- Racial or ethnic origin.
- Political opinions.
- Religious or philosophical beliefs.
- Trade union membership.
- Genetic or biometric information used for identification.
- Health information.
- Sexual orientation or sex life.

The Book of Life does not require applicants to disclose these categories of information simply to demonstrate support for its five core values.

If special category information becomes necessary for a specific and lawful purpose, we will identify an applicable Article 9 condition and put appropriate safeguards in place.

7. Who Can Access Your Information?

Access to personal information will be restricted to authorised individuals who need the information to perform their responsibilities.

Depending on the circumstances, authorised access may include:

- The Director of Membership and Registration.
- Relevant Applications and Registration personnel.
- Authorised Screening and Safeguarding personnel.
- Designated Interview Assessors.
- Authorised Membership Standards personnel.
- Records, Privacy and Administration personnel.
- Independent Appeals Panel members, where relevant.

Access will be limited according to each person's responsibilities. For example, an ordinary membership administrator will not automatically have access to detailed DBS information or confidential safeguarding records. Committee members will receive only the information reasonably necessary to make a particular decision.

8. Will We Share Your Information?

The Book of Life will not sell, rent or commercially trade members' personal information.

We may disclose limited information where necessary and lawful to:

- The Disclosure and Barring Service or an authorised umbrella body, where an appropriate check is legally available.
- Website hosting and secure information-technology providers acting on our documented instructions.
- Professional legal or data-protection advisers.
- Relevant safeguarding authorities or emergency services where legally justified.
- Courors, regulators or law-enforcement authorities where required or authorised by law.

Any external organisation processing information on our behalf will be subject to appropriate contractual and security arrangements.

We will not publish the names of members or make the confidential membership Register publicly searchable. We will not share members' personal information with other organisations simply because those organisations share similar values.

9. How We Protect Your Information

The Book of Life will take appropriate technical and organisational measures to protect personal information against:

- Unauthorised access.
- Accidental loss.
- Theft.
- Unlawful disclosure.
- Unauthorised alteration.
- Destruction.
- Misuse.

Safeguards may include: password-protected systems, restricted user permissions, secure electronic storage, encryption where appropriate, secure physical storage of paper records, confidentiality obligations, access logs, secure deletion, and training.

Criminal record and safeguarding information will receive additional protection.

No electronic or physical storage system can be guaranteed completely secure, but we will take reasonable and proportionate steps to protect the information entrusted to us.

10. How Long Do We Keep Your Information?

We will not retain personal information indefinitely. Information will be retained only for as long as reasonably necessary for the purpose for which it was collected.

Information	Proposed retention period
Incomplete applications	Up to 3 months after last contact

Information	Proposed retention period
Unsuccessful applications	Up to 12 months after the final decision, including any appeal
Active membership records	For the duration of membership
Resigned membership records	Up to 2 years after resignation
Membership administration records	Up to 2 years after membership ends, where necessary
Interview notes	Normally up to 12 months after the final decision
DBS certificate information	Normally no longer than 6 months after the relevant decision
Complaints and disciplinary records	Normally up to 2 years after resolution, subject to risk and legal requirements
Financial or legal records	For the period required by applicable law
Website security logs	According to a documented security retention schedule

These are proposed periods, not automatic entitlements. At the end of the applicable retention period, information will be securely deleted or destroyed.

11. Your Privacy Rights

Subject to applicable legal conditions and exemptions, you may have the right to request access, correction, erasure, restriction, objection to processing, transfer of information, and withdrawal of consent.

These rights are not absolute. We will explain if a request cannot be fully complied with and provide the applicable reasons.

12. Automated Decision-Making

The Book of Life will not make final membership approval, refusal, suspension or removal decisions solely through automated systems. Artificial intelligence or automated software may be used to assist with administrative tasks, but decisions affecting membership rights must remain subject to meaningful human consideration.

13. Confidential Membership Register

The Book of Life maintains a confidential Register of accepted members. The Register is an internal membership administration record, not a public directory or database of personal character.

Ordinary Register information will be limited to: Registration reference, Name, Membership status, Registration date, Pledge confirmation, and relevant contact information.

14. Data Breaches

If personal information is lost, stolen, or otherwise compromised, the Book of Life will investigate and take appropriate steps. Where required by law, we will notify the Information Commissioner's Office (ICO) within the applicable reporting period.

15. International Transfers

The Book of Life will not transfer personal information outside the United Kingdom unless the transfer is lawful and appropriate safeguards are in place.

16. Complaints and Concerns

If you believe that the Book of Life has mishandled your personal information, please contact our Data Protection Contact first. You also have the right to complain to the Information Commissioner's Office (ICO).

Website: https://ico.org.uk | Telephone: 0303 123 1113

17. Changes to This Privacy Notice

We may update this notice when our procedures, technology or legal obligations change. The latest version will be published on the Book of Life website.

18. Contact Us

Book of Life Membership and Registration Authority
Email: Info@bookoflife.org.uk

Our commitment: Your personal information is entrusted to us for a specific purpose. We will treat it with care, confidentiality and respect.