



BIBS Privacy Policy

Introduction

This privacy policy sets out how BIBS collect and use your personal details; also what your individual data protection and privacy rights are in accordance with the General Data Protection Regulation (GDPR): which comes into effect on 25 May 2018.

1. Who is responsible for managing your personal data?

'Personal Data' refers to any details/information that enables an individual to be identified. Bethel Institute of Biblical Studies (BIBS) is the **Data Controller** responsible for how your personal data is collected, used and stored in accordance with the data protection legislation.

2. Collecting your personal data

We collect your personal data for the purposes explained in this Privacy Policy.

We obtain this data by means of:

- Enrolment Enquiry Form
- Online Enquiry Form (via www.bibsuk.org)
- Course Application Form
- E-Learning Personal Student Account (via www.students.bibsuk.org)
- External Accreditation Application
- Graduation Application
- Retreat Form
- Telephone Calls
- Text Messages
- Emails
- By Post
- Verbally

It is your responsibility to ensure that the personal data you provide to us is accurate and up-to-date. You may update your personal details by emailing the correct information to the **Data Privacy Team** at DataPrivacy@bibsuk.org



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3. Using your personal data for course related & general communication

BIBS will use your personal data at the initial enrolment phase and whilst you are a student at the school.

We will communicate with you via email, telephone, SMS and by mail throughout the duration of your chosen course. BIBS will only ever contact your next of kin by telephone, in the event of an emergency.

The personal details of BIBS staff is used to communicate student and BIBS related information via email, SMS, WhatsApp and by Phone.

3.1 Student Correspondence

We will use your personal details to contact you about course related matters whilst you are a student.

3.2 E-Learning

Your personal details are held on our E-Learning platform to enable us to upload course related information for you and to enable you to download that information e.g. course material, student feedback sheets. It also enables you to access and participate in discussions on the discussion forum.

3.3 SMS Communication

We hold your personal details on the 'Text Anywhere' website to enable us to alert you about upcoming events (e.g. prayer, retreats).

3.4 External Accreditation

If you are registered with our Accreditation Body your personal details is shared with them for the purpose of external moderation of your work and to produce and issue your certificates and qualifications.

3.5 General & Course Related Communication

We will use your personal data for all general communications including student related matters, graduation notifications and 'thank you' letters to our donors.



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4. Storing and protecting your data from internal and external abuse

We are committed to ensuring your data is protected from internal and external abuse. Your personal data is stored in our secure central database, which is password protected and restricted to a limited number of specialist staff. Your personal data and that of BIBS Staff are also held:

- a) In a locked fireproof security cabinet
- b) On password protected hard drives
- c) Laptops
- d) Mobile phones
- e) SMS services
- f) Email platforms
- g) WhatsApp
- h) With cloud storage providers who provide cyber security protocols.

We hold your personal data until you have completed your chosen course and/or graduated and you have cleared any outstanding balances. Thereafter, we hold your personal data for 4 years.

The personal details of BIBS Staff is held electronically for the duration of their service at BIBS.

4.1 Internal Abuse

Process and procedures are in place to ensure that staff only has access to your personal data on a need to know basis.

Such staff is required to sign a declaration stating that they will only use your personal data for the purposes set out in this Privacy Policy.

4.2 External Abuse

We use Fasthost Internet Limited as our website hosts. Fasthost data centres have been accredited with the ISO 27001 certificate: an international standard given to data centres that reach the top-level of security, safety and compliance. This certificate ensures that their network, people and processes meet the industry best-practices of physical and logical security.



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5. Using your personal data for direct marketing purposes

We will use your personal data and that of BIBS Staff to keep you informed about new courses, retreats, BIBS events and to update you on the progress of the school. BIBS will only ever contact your next of kin by telephone, in the event of an emergency.

5.1 Consent to Direct Marketing

We will obtain your consent to send you direct marketing information via the following means:

- Email
- SMS
- Telephone
- By Post

Consent to use and store your personal data as set out above, is requested when registering your course interest via an enquiry, at enrolment, when signing up to receive newsletters or requesting literature from us. You may alter your marketing preferences or opt-out of receiving marketing information from us by emailing your request to **The Data Privacy Team** at dataprivacy@bibsuk.org.

5.2 Social Media

We will not disclose your personal data to social media platforms.

5.3 Third Party Companies or Individuals

We will not share your personal data with third party companies or individuals for the purposes of direct marketing. **Also see section 7**

5.4 Changing your marketing preferences

If you wish to change your preferences or to tell us that you do not want to receive any marketing information from us, email your request to **The Data Privacy Team** at dataprivacy@bibsuk.org.

NB. Please allow 48 hours for your changes to be processed; this excludes weekends and bank holidays.



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6. Using Your Personal Data to Improve Your Online Experience

We are committed to ensuring that we tailor your experience to relevant and interesting information, when you are accessing our online content. For this to work effectively, we collect information about your browsing activity using 'Cookies' when you are using our websites. These 'Cookies' pass browsing information to us using your Internet Protocol ("IP") address as the identifier, which we use to determine what content and information is most relevant to you. Please refer to our Cookie Policy and how they are used at www.bibsuk.org

7. Sharing Your Personal Data with Third Party Processors & Partners

We will share your personal data and that of BIBS Staff with the following third parties who undertake certain administrative tasks on our behalf:

- a) External Accreditation Body:
<https://www.opencollnet.org.uk/centres/policies-and-procedures/privacy-policy>
- b) Text Anywhere:
<http://www.textanywhere.net/privacy-policy.aspx>

8. Processing Your Personal Data Outside of the EU

We will not transfer your personal data outside the European Economic Area (the EEA).



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9. How to contact us

If you have any questions, comments or complaints about this Privacy Policy or about how we use your personal data, please write to us at:

Data Privacy Team

Bethel Institute of Biblical Studies (BIBS)
Bethel Hall, Front Building, 2nd Floor,
Kelvin Way,
West Bromwich B70 7JW

Or email the **Data Privacy Team** at: dataprivacy@bibsuk.org

If you are dissatisfied with the information provided by the **Data Privacy Team**, please address any complaints to the **Data Protection Officer** at dataofficer@bibsuk.org.

10. Data Breaches

If any personal data is lost, stolen or otherwise breached while under our control, we will contact you without delay to explain the nature of the breach to you, the steps we are taking to deal with it and the Data Protection Officer responsible: as this constitutes a high risk to your rights and freedom.

11. Your Personal Data Rights

11.1 Right of Access

You may wish to access a copy of the personal data we hold for you, known as a **Subject Access Request**. You may do so in writing by email to the **Data Privacy Team**.

We will respond to your request as soon as possible and, in any event, within the statutory 30 days. However, as we are required to verify your identity before releasing your personal details, to ensure that we disclose your personal data to the right person, the statutory 30-day response period will commence from the time we validate your identity.

11.2 Right of Rectification

If you believe that the personal data that we hold about you is incorrect, please write to our **Data Privacy Team**.



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11.3 Right of Erasure

You have the right to request your personal data be permanently deleted from our records and systems; to stop any further communication with you. Your request will always be considered in light of the legal basis that we hold, store and process your personal data and the purpose that we collected your data. Where the legal basis permits, we will carry out your instruction without delay.

Please note, however, that where we have a legal or contractual obligation to hold your personal data, we may not be able to carry out your request but will explain this to you in writing. Please address your request to the **Data Privacy Team**.

11.4 Right to Restrict or Object to Usage of your personal data

Should you believe that we are using your personal data in a way that you did not understand or agree to and wish to restrict such use, please write to our **Data Privacy Team**.

11.5 Right to be informed

You have the right to be informed about the collection and use of your personal data. This is commonly known as a 'Privacy Policy'.

Our Privacy Policy is regularly reviewed. Any changes to this Privacy Policy will be updated on our website and a notice of amendment will be communicated to you. A current copy of the privacy policy is available at www.bibsuk.org.

11.6 Right to Complain to the Information Commissioner's Office (ICO)

You have the right to make a complaint to the Information Commissioner's Office (ICO) if you believe your personal data has been mishandled. For more information, please visit <https://ico.org.uk/concerns>.