

Introduction

Anyone involved in organising an event associated with the Focolare Movement should follow the principles of good Data Protection practice.

These principles require that a person's data should:

- be only collected when needed for a specific purpose
- be accurate
- be held securely
- not be held for longer than necessary
- not be shared with others without good reason
- bear in mind the need to protect children and vulnerable adults

Complying with good practice should not be a barrier for anyone undertaking the organisation of an event. This short *Events Manual* provides some guidance in this area. Further information/help can be obtained by emailing dataprotection@focolare.org.uk

When organising activities where children (anyone under 18 years old) and vulnerable adults (any adult who is "at risk of abuse or neglect because of their needs for care and support") will be involved, please refer to the [Focolare Safeguarding guidelines \(www.focolare.org/gb/safeguarding/\)](http://www.focolare.org/gb/safeguarding/) or contact the Safeguarding Team for advice: safeguarding.admin@focolare.org.uk

Things to do before an event

Decide whether the event requires a Booking form.

For the communication around the event, consider using a 'focolare.org.uk' email address. (If you don't have one, contact: dataprotection@focolare.org.uk)

Decide what information you need about a person to run the event safely and collect only that information.

This might include

- contact details of those participating
- age of those under 18
- emergency contact details if the event is residential or is deemed to carry some risk of injury
- dietary requirements if food is being provided
- information on allergies/specific medical needs

If you intend to use a Booking form as part of organising the event the form should contain:

- a privacy notice, e.g.

Your information will only be used by the Focolare Movement in connection with this event.

The Focolare Movement is committed to protecting personal information and we take our responsibilities regarding the security of your personal information very seriously. Our Privacy Statement explains what personal data we collect about you, how and why we use it, who we disclose it to and how we protect it -you can find it at <https://www.focolare.org/gb/privacy-2/>.

- a tick box for consent to future communication, e.g.:

Are you happy for us to store your data for future communication? Yes / No

Photos/video or voice recordings

Inform those adults planning to participate that photographs/recordings might be taken during the event.

Explain that an individual has the right to opt-out from any such recordings without any problem/prejudice to themselves.

This 'opt-out' is best recorded by a person completing an 'opt-out' form or paragraph on a booking form which gives opt-out information. The form should state the event for which a person wishes to opt-out.

If there is to be a person commissioned to take images during the event, the event organiser should inform this person of any opt-out requests.

FOCOLARE GB – Data Protection *EVENTS MANUAL* – January 2024

For children and vulnerable adults a greater degree of care is required. For this reason, consent to allow appropriate photos/recordings to be taken during an event should be obtained in writing by a parent/carer for each child/vulnerable adult present. If at all possible this consent should be sought prior to the event to give an individual time to make an unpressurised decision. The event booking form is a good means to record such consent.

All opt-out requests and such consent obtained should be kept and forwarded to: dataprotection@focolare.org.uk or Focolare, 67 Church Road, Roby, Liverpool L36 9TN.

During the Event

Have a registration table where people can register when they arrive (this is to record attendance, check payments and also for Fire Regulations)

- Registration sheets should contain only the minimum amount of information needed (e.g. do you need more than a name and surname in the organisation of your event?)
- Registration sheets for children, including parent/carer's consent for photos/recordings, are separate ONLY if you have a separate programme for children.
- At the registration table make sure that, as far as possible, people are not able to view other people's information. This is important especially for the registration sheets for children because they contain the parent/carer's telephone number and may contain information about health which is classified as sensitive information.
- Make sure registration sheets are not left unattended or left behind. They should be accessible only to the people who need to have access to them.

Photos/recordings

- Whoever is taking pictures 'officially' need to know who are the people who have not given their consent for pictures to be taken.
- The MC/announcer should remind everyone about consent for pictures. Something like - *"We are aware that some of us prefer not to have their photo taken, so before taking pictures - and especially before posting them on social media! - make sure the people portrayed are happy about it. Please do not share pictures of children on social media, unless the parents know and give you permission for it."*

After the event

Respect people's consent in terms of keeping in contact and photo sharing. When sharing people's impression and feedback, ask for consent.

For participants who wish to keep in contact, you could encourage them to subscribe through the link on our website to receive further communication (www.focolare.org/gb - then click 'Subscribe', top right of the page). If your preferred method of keeping in contact is a WhatsApp group, see the guidance below.

As part of our Data protection and Safeguarding policies registration, opt-out requests and consent forms will be kept by Focolare GB for a period of 6 years.

Any **paper bookings**, registration or consent forms should either be:

- posted tracked delivery to:
Focolare, 67 Church Road Roby, L36 9TN
- Or, scanned /photographed sent to: dataprotection@focolare.org.uk

With **electronic bookings**, registration or consent forms should either be:

- Attach it to an email, ideally password-protected (advice on how to do this, is available below), and send it to dataprotection@focolare.org.uk
- Share the document with/send a link to dataprotection@focolare.org.uk

Please wait for CONFIRMATION that this has been received before destroying any electronic or paper copies.

How To

Booking forms

Microsoft Forms are to be preferred as they could link with the Focolare GB 'official' Cloud storage. For more information, contact: dataprotection@focolare.org.uk

WhatsApp groups

Explain the purpose of the group and before adding people, ask for their consent, or send them a 'join the group' link.

Some instructions:

https://faq.whatsapp.com/3242937609289432/?cms_platform=web#:~:text=Alternatively%2C%20tap%20and%20hold%20the,Then%2C%20tap%20%E2%99%A5%20Group%20info.&text=Tap%20Invite%20via%20link.&text=Choose%20to%20Send%20link%20via,Share%20link%2C%20or%20QR%20code.

Remind people that they can leave the group at any time.

Consider using a Broadcast lists for some of your WhatsApp contacts for one way communication. To find out more about Broadcast list: https://faq.whatsapp.com/861663048350950/?helpref=uf_share)

Password-protect a document

Word Document:

<https://support.microsoft.com/en-gb/office/protect-a-document-with-a-password-05084cc3-300d-4c1a-8416-38d3e37d6826>

Excel Document:

<https://support.microsoft.com/en-us/office/protect-an-excel-file-7359d4ae-7213-4ac2-b058-f75e9311b599>