



Data Protection Policy

Bangladesh Socio Cultural Forum (BSCF)

1. Purpose

Bangladesh Socio Cultural Forum (BSCF) collects and uses certain information during its activities such as event registrations, membership records, volunteer information, and communication records.

The purpose of this Data Protection Policy is to ensure that personal information is collected, stored, and used responsibly and securely.

BSCF respects the privacy of all individuals associated with the organization and is committed to protecting their personal data from misuse or unauthorized access.

2. Scope

This policy applies to:

- Members
- Volunteers
- Staff and interns
- Event participants
- Applicants for programs
- Partner organizations

It applies to all data collected through:

- Online registration forms
- Emails
- WhatsApp groups and messaging platforms
- Membership databases
- Event registration systems
- Documents and spreadsheets





3. What is Personal Data

Personal data refers to any information that can identify an individual.

Examples include:

- Name
- Phone number
- Email address
- Address
- National ID or student ID (if collected)
- Photos or videos taken during events
- Application forms and CVs

This information must be handled carefully and responsibly.

4. Principles of Data Protection

BSCF follows several basic principles when handling personal information.

Transparency

People should know why their information is being collected.

Limited Use

Information should only be used for the purpose it was collected.

Security

Personal data should be stored safely and protected from unauthorized access.

Respect for Privacy

Individuals have the right to expect that their personal information will not be misused.



5. Collection of Data

BSCF will only collect information that is necessary for organizational activities.

Examples include:

- Registration for workshops or camps
- Membership applications
- Volunteer recruitment forms
- Communication with participants

Whenever possible, individuals will be informed why their information is being collected.

6. Storage and Protection of Data

Personal information collected by BSCF should be stored securely.

Examples of good practices include:

- Keeping documents in secure digital folders
- Limiting access to authorized members only
- Protecting files with passwords
- Avoiding unnecessary sharing of personal information

Sensitive information should not be stored on personal devices without proper security.

7. Sharing of Data

BSCF will not share personal information with outside organizations or individuals without permission, unless it is necessary for a specific program activity.

For example:

- Sharing participant lists with a program partner when required for event coordination.
- Providing necessary information to event organizers or trainers.

Even in these situations, only the minimum required information should be shared.





8. Real-Life Situations and BSCF Response

Situation 1: Sharing Participant Phone Numbers

A volunteer shares the phone numbers of event participants with an external organization without permission.

What BSCF Will Do

- The leadership team will review the situation.
- The volunteer will be advised on proper data protection practices.
- The volunteer may receive a warning if the sharing was inappropriate.

In the future, participant data must only be shared with proper approval.

Situation 2: Loss of a Device Containing Data

A coordinator loses a laptop that contains participant registration data.

What BSCF Will Do

- The issue should be reported immediately to the leadership team.
- Passwords or access credentials should be changed if necessary.
- Measures will be taken to reduce the risk of misuse of the data.
-

Situation 3: Posting Participant Information Online

Someone posts a screenshot of an event registration sheet on social media showing participants' phone numbers.

What BSCF Will Do

- The post should be removed immediately.
- The individual responsible will be advised about data privacy rules.
- Repeated incidents may result in disciplinary action.



Situation 4: Unauthorized Access to Files

A member accesses internal documents containing personal information without permission.

What BSCF Will Do

- Access to sensitive documents will be restricted.
- The incident will be reviewed.
- The individual may lose access to certain organizational data.

9. Responsibility of Members

Everyone working with BSCF must:

- Respect the privacy of others
- Avoid sharing personal information without permission
- Keep sensitive documents secure
- Report any potential data misuse

Protecting personal data is a shared responsibility.

10. Reporting Concerns

If someone believes their personal information has been misused, they can report the issue to:

- Program lead
- Executive committee member
- Responsible organizational authority

Reports will be treated seriously and confidentially.





11. Policy Review

BSCF will review this policy periodically to ensure that personal data is handled responsibly and that privacy standards continue to improve.

Approved By

Redwan Ahmed

Director - Events & Administration
Bangladesh Socio-Cultural Forum (BSCF)

Mobile: 01714793032

E-mail: redwan1052@gmail.com

