



Data Processing Statement (Full)

The Field Studies Council

We process personal information to enable us to provide a “not for profit” service for the benefit of school groups, other educational establishments, individuals and families in our role as an environmental education charity aiming to bring environmental education to all. In our work we provide educational courses, sell publications, offer membership, and look to develop new initiatives to promote the work and interests of the charity; we also manage our employees and volunteers; as well as maintain our own records and accounts.

This data processing statement is the full statement produced by FSC and includes all our data-processing activities (including customer and employee data processing). Separate customer and employee data-processing statements are available.

Who we process information about:

We process personal information to varying degrees for the following groups of people:

- members, supporters (customers)
- staff, volunteers
- trustees
- complainants
- enquirers
- advisers and representatives of other organisations.

The types of information that we process across the charity:

We process information relevant to the above reasons/purposes. This may include:

- personal details (including contact details)
- family details (Next of kin/emergency contacts)
- family details (for customers on family courses and Real Family Holidays)
- social circumstances (for awarding grants)
- membership details (FSC members)
- goods and services purchased
- financial details
- medical details



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- dietary information (customer and course attendees)
- education, qualification, and licensing details
- employment details
- personal identifiable images (CCTV footage and via photographic consent)

We also process sensitive classes of information about employees that include:

- physical or mental health details
- racial or ethnic origin

With whom may this information be shared:

As a data-controller, we are careful with the personal data that we process and adhere to the General Data Protection Regulations. We won't share personal information with other organisations for marketing, market research or commercial purposes, and we don't pass on personal details to other websites. Sometimes we are required to share personal information we hold with the individual themselves (or at their request) and with other organisations where we have a legal obligation to do so. In addition, it is necessary that we engage with certain organisations to provide operational services on behalf of FSC as third-party data processors. Where this is the case, as data-controller we have third-party data processing agreements in place to ensure GDPR compliance.

Below is a list of the types of organisation we may need to share personal information either regularly or from time to time. We only share personal information where necessary:

- customers/members/employees themselves in response to enquiries / subject access requests
- family, associates or representatives of the person whose personal data we are processing
- employees and associate employees
- current, past and prospective employers
- healthcare, social and welfare organisations
- educators and examining bodies
- financial organisations (including banking and pensions)
- legal representatives & insurance companies
- providers of goods and services (e.g. to handle payment processing or provide courier services)
- emergency services
- regulatory bodies
- local and central government



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Transfer of information:

FSC's personal data that we hold about customers, members and employees is stored within the UK & Ireland including data backups. If there is a need to transfer any personal information to outside of the European Economic Area (EEA), then these transfers will be made in full compliance with all aspects of the General Data Protection Regulations.

The data processing we perform:

FSC's data processing to support FSC's commercial and membership activities

- Processing payment transactions for courses and merchandise purchased
- Storage of member and customer/supporter details within our Customer Relations Management (CRM) systems to support appropriate communication between FSC and the member/supporter.
- Processing of enquirer details to respond to brochure/information requests
- Processing to enable FSC to claim Gift Aid
- Processing of course participants and residential visitor data to create lists for rooming/accommodation, and dietary requirement.
- Processing of medical details and emergency contact information for course participants working at offsite fieldwork locations to ensure appropriate health & safety provision in case of emergency.
- Accounts processing to ensure payment before course commencement.
- Processing in relation to dealing with accidents and incidents
- Processing in relation to CCTV to ensure site safety.
- Processing course attendance/completion where courses require external accreditation

Data processing for marketing & promotional purposes

- Where Individual FSC supporters have "consented" to be contacted, their details are stored and used to distribute information relevant to aims of the charity, whether this be news, updates, course offerings, promotions or providing information about the work of the charity and any initiatives/campaigns we are currently running.
- Group and educational establishment contact details are processed lawfully for marketing & promotional purposes based on 'legitimate interests' of the charity.
- Data processing relevant to photography conducted for marketing purposes that contain personally identifiable images of individuals.



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FSC's data processing in relation to managing employees

- Keeping accurate and up-to-date employee records including performance, sickness and disciplinary information
- Keeping an accurate and up-to-date record of training completed
- Running employee reports for FSC management and directors to enable leadership teams to respond to staff needs and the needs of the charity
- Processing personal staff details in the production of staff payroll and BACS transactions
- Processing of employee data as necessary for income tax, national insurance, and pension purposes
- Processing in relation to additional payments, e.g. staff expenses, settlement agreements etc.
- Processing photo consent for personal photographic images used in the creation of marketing and informational materials.
- Processing employee details in the creation of employee references

FSC's data processing activities for legal and compliance purposes

- Submitting reports to HMRC
- Submitting reports to Teachers Pension Scheme, the Pensions Trust, NEST, and the Local Government Pension Scheme
- Keeping records of employees who have completed training for compliance purposes e.g. Child Protection & Safeguarding
- Processing of driver details as necessary for employees driving company/private vehicles on company business
- Processing in relation to dealing with accidents and incidents

FSC's data-processing in relation to the Digital/IT systems that we provide

- Processing of employee details to create user accounts and permissions which enables staff to access and use a range of digital systems including email, customer relations software, HR and accounts systems, and other cloud-based services such as Office365.
- Processing to automate the creation of employee email signatures
- The backup of personal information for security and disaster recovery purposes
- Processing in relation to CCTV to ensure site safety.



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FSC's other data-processing activities

- Processing in relation to staff recruitment and monitoring of the recruitment process.
- Processing in relation to providing employee benefits e.g. health plan and life assurance.
- The FSC website makes use of a small number of cookies to improve the user experience when visiting the FSC and Real Family Holiday websites.
- Processing conducted by FSC's publications section in relation to authors, royalties, and copyright consent.
- Processing of payments to suppliers and service providers – including individuals, sole traders and partnerships

If you would like further information you may contact us using the details below:

The Data Protection Officer
Field Studies Council
Head Office
Preston Montford
Shrewsbury
SY4 1HW

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