



Data Privacy Statement

The Field Studies Council (herein to be referred to as the FSC) take the privacy of our members and customers (our supporters) very seriously. We are committed to protecting the data we collect about you and your privacy - both online and when using other communication methods.

It is our aim at the FSC to safeguard the privacy of supporters whilst providing a personal and effective service. The collection of personal information is necessary to perform this service and to satisfy the requirements and expectations of our supporters. We fully understand that you will want to be assured that the personal information that you provide to us will be handled and used safely, appropriately, and securely. Here we explain the steps we take as a charity to ensure we achieve this.

Personal information that we collect and how this is used:

This is covered in detail in the separate FSC data-processing statement.

Security:

We place great importance on the security of all personally identifiable information associated with our members and customers. We have security measures in place to protect (to the best of our ability) against loss, misuse and alteration of personal data under our control. Information security policies are in place and are regularly reviewed, staff that handle personal information have undertaken data protection training, and our systems use technologies to secure data both in transmission and storage.

Where this information is stored:

The information you submit to us via our website, email, over the telephone or by paper-based methods is processed here in the UK and stored on computer systems or secure data centres based either in the UK or Ireland. FSC or third-party data processors working on behalf of the FSC will not transfer your personal data to locations outside of the EEA (European Economic Area) without GDPR/EU Security Shield level data protection compliance in place.

Data Retention:

Personal data is processed in different ways for different purposes but is only retained for as long as necessary in the context for which it was originally collected/obtained for processing in line with GDPR requirements.

Staff Confidentiality & Training:

Through its recruitment processes, FSC takes all reasonable steps to ensure the integrity of our employees with access to personal data. FSC does ensure that persons authorised to process personal data have committed themselves to a confidentiality agreement as part of their terms and conditions of employment as stated as a requirement in article 28 (3b) of the General Data Protection Regulations (GDPR).

FSC also ensures that our employees who handle/process personal data, receive data protection training and are aware of the General Data Protection Regulations in relation to their job role / position.



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The FSC and Real Family Holidays websites:

These sites make use of a small number of essential cookies to improve the user experience. It is important to stress that these don't tell us anything about you. Full details about the FSC's use of cookies can be found on our website.

Both the FSC and Real Family Holidays websites may contain links to other sites external to FSC. We cannot be held responsible for the privacy policies and practices of these websites even if you are accessing them via links from our websites. In such cases, we would advise that you contact the site owner/check the policy of each site that you visit in this way.

In addition, if you found your way to our website via a third-party website, we cannot be held responsible for the policies of the owners or operators of that third-party site.

Your acceptance of our data privacy arrangements:

By using our sites, providing us with booking or order details or entering into discussions with us about the products and services we offer, we take this as acceptance of our data processing & privacy policies. If you do not agree to this, then you are advised not to use our sites, make bookings or purchases, or enter into discussions about the products and services we offer.

Your rights:

Any personal information submitted via our websites, in person, by telephone, by post, by email, or by other electronic methods is treated in accordance with the General Data Protection Regulations (2016). To find out more about your entitlements under this legislation, visit <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

You may request a copy of personal data that we hold about you at any time. This is referred to as making a "Subject Access Request". You can find out more here, visit <https://ico.org.uk/for-the-public/personal-information/>

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

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

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