



## Field Studies Council Data Protection Policy

Field Studies Council, a Limited Company (trading as Field Studies Council and FSC Trading Limited), and a registered Charity (England and Wales No.313364 and Scotland SC039870C), under the terms of the UK Data Protection Act 2018, incorporating the EU General Data Protection Regulations (GDPR 2016) and the Data Protection, Privacy and Electronic Communications Regulations (PECR 2019), has designed and implemented this Data Protection Policy to establish good data protection practices as a responsible data processor and data controller, and to ensure the protection of personal data and the privacy of the individuals with whom we interact. Those individuals include supporters (customers, members, volunteers), employees (past, prospective, and current), trustees, complainants, enquirers, visitors, advisers, suppliers, and representatives of other organisations.

Field Studies Council is registered as a data controller under the UK Data Protection Act (2018) - registration no. Z5445662. We process personal information to provide a “not for profit” service for the benefit of schools, college/universities, businesses, organisations, clubs, societies, groups, and individuals, in our role as an environmental education charity.

This policy exists to ensure the charity places sufficient emphasis on data protection, so that any processing of personal data carried out by Field Studies Council and any necessary third-party data-processors complies with our data protection obligations as data controller, as set out in Article 101 of GDPR. This states that;

“the controller shall be responsible for, and be able to demonstrate, compliance with the principles.”

This policy draws attention to the UK Data Protection Act (2018) Chapter 2 (sections 34-40) and its six key data protection principles. These are:

1. Processing of personal data must be lawful and fair
2. The purpose for which personal data is collected on any occasion must be specified, explicit, and legitimate.
3. Personal data must be adequate, relevant, and not excessive.
4. Personal data be accurate and kept up to date.
5. Personal data must be kept for no longer than necessary.
6. Personal data must be processed in a secure manner.

In complying with the terms of this policy, Field Studies Council will therefore:

- only use the personal data provided/obtained for purposes as stated in the Field Studies Council data-privacy statement and its associated data-processing log.
- take appropriate and reasonable steps to ensure the integrity of Field Studies Council employees with access to personal data.
- To ensure compliance, continue to train Field Studies Council staff where responsibilities include the processing of personal data, and to ensure awareness of the requirements of the GDPR (2016) and the UK Data Protection Act (2018), and to provide the necessary data protection training / guidance as appropriate to their role.
- take reasonable steps to ensure the security of personal data, protecting it against unauthorised processing, accidental loss, damage, or destruction.
- report to the ICO within 72 hours of any security breaches that require ICO notification
- handle ‘Subject Access Requests’ from data subjects within 30 days in accordance with current Data Protection regulations and under our obligations to provide the ‘Right to Access’.
- only maintain/store personal data for the retention periods as stated in our data-processing log. Beyond this time frame personal data will be securely anonymised/removed/erased.
- provide full cooperation in relation to any data-processing complaint from data subjects, and if applicable, remove personal data upon request in accordance with our obligations to provide the



'Right to be Forgotten'.

- not disclose personal data to non-contracted third parties unless we are required to so by law, or doing so is a necessary part of providing a service or fulfilling a contract, for example, banking services, mailing/courier services, disclosures to HMRC and pensions providers. Field Studies Council will not pass on personal data to other organisations where there is not a necessity/requirement to do so.

Field Studies Council fully endorses and adheres to the principles of the GDPR (2016) and the UK Data Protection Act (2018). We have implemented and continue to review/amend data protection policies and procedures to help ensure that we manage and process personal information lawfully and correctly. We are committed to ensuring that our employees who manage and handle personal information are appropriately trained to do so and that data handling processes and procedures are regularly reviewed and audited for compliance.

All Field Studies Council employees who handle personal data are responsible for complying with Data Protection regulations. All managers are responsible for supervising their staff and overseeing compliance. Field Studies Council also have a designated Data Protection Officer who is responsible for providing advice on best practice.

Field Studies Council regards the lawful and compliant handling of personal information as a vital component of successful operations and to maintaining the confidence of those with whom we interact. The details of the who, how and why of personal data processing at Field Studies Council can be found in our data privacy statement.

If you have any data queries not covered by this policy document and its accompanying data privacy statement, contact us using the details below:

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

Email – [dataprotection@field-studies-council.org](mailto:dataprotection@field-studies-council.org)

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