

Data Protection Policy

1. What data do we hold?

We collect and hold members' contact details and pupil numbers firstly when they join and then annually in line with the renewal date of 1st September. This data is collected in order to invoice appropriately and to send newsletters, updates and information of FLSE events.

We collect and hold trustee data. Trustees provide their details in order to register as a trustee and bank signatory.

We hold suppliers' contact and bank details. Suppliers provide invoices containing their banking and contact details.

We hold minutes of meetings containing attendees' names and organisations.

2. What is our lawful basis for processing data?

Our lawful basis for processing data is Legitimate Interest – we hold data in order to provide the service they have signed up for.

3. How long do we hold data?

We hold members' data on computer file for the current/active and the previous subscription year. Once renewed, we will delete data from the year before the previous subscription year.

Paper copies of registration forms and/or invoices are kept as financial records for up to 6 years from the end of FLSE's last financial year, in line with financial data regulations.

We hold trustee records for up to six years after their resignation in line with HMRC requirements.

We hold supplier details for 6 years in line with financial regulations.

Minutes of meetings are held on electronic and paper file for the life of FLSE.

4. Do we share data?

We do not share member's data with third parties.

Invoices displaying a member's or suppliers contact address may be passed to the accountants as part of their auditing process. This will not be used for marketing or forwarded to third parties, only for financial auditing.

Trustees details are shared with Charities Commission, Companies House, Unity Trust Bank, Independent Financial Appraisers and HMRC.

Minutes are published publicly online – attendees are made aware of this.

5. How is data kept secure?

Data is held on computer and remote hard-drive.

Paper data is held at Holmlea, Middle Road, Wildmoor, Bromsgrove B61 0BS.

Data held by regional reps are held at their respective schools who follow GDPR guidelines.

6. Who is our Data Protection Officer?

FLSE does not meet the legal conditions requiring the appointment of a DPO. However, all trustees and personnel are aware of and work in line with the GDPR 2018 requirements, ensuring that FLSE has sufficient personnel and resources to discharge members' obligations under the GDPR.

7. Management Responsibility

Trustees/key decision makers demonstrate support for data protection legislation and promote a positive culture of data protection compliance across FLSE.

8. How do we respond to requests for information?

We would provide the information requested within 30 days

9. How can members raise concerns, amend data or request information?

Members can contact us by email or post:

contact@sendforum.org
Finance Administrator
LPEC
PO Box 17475
Bromsgrove
B60 9LR