



Data Processing Statement (Employees)

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.

This data processing statement is an extract of the full statement produced by FSC and includes data-processing activities specifically related to FSC employees. The full data-processing statement is also available on our website.

The types of information that we process in relation to employees:

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

- personal details (including contact details)
- family details (Next of kin/emergency contacts)
- financial details
- medical details
- 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. Sometimes we are required to share personal information we hold with the individual themselves (or at their request to others) 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.



Data Processing Statement (Employees)

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:

- 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
- regulatory bodies
- local and central government

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 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.
- 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



Data Processing Statement (Employees)

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.

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.

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

Last Update: 23rd May 2018