

General Data Protection Regulation (GDPR) Privacy Policy

FE Sussex will be the 'Data Controller' of the personal data you provide to us.

We only collect basic personal data about you, including name, role and designation, organisation you work for, email, and telephone number. The processing of your personal data is for FE Sussex's legitimate interests as a not-for-profit membership organisation.

Why we need your data

We gather and retain your basic personal data to provide you with sector updates, briefings, announcements, policy, reports, FE Sussex events and training opportunities. We will not collect any personal data from you we do not need in order to provide and oversee these services to you.

What we do with your data

All personal data is processed by relevant FE Sussex staff in the UK. This data is located and stored on a server managed by FE Sussex's IT Services' contractor, who act as FE Sussex's data processor. They are compliant with the provisions of the GDPR. No third parties have access to your personal data unless the law allows them to do so, or unless you opt in to take part in FE Sussex led projects or data sharing arrangements; in which case a separate privacy notice will apply.

Hard copies of your personal data may be kept, and these are retained in lockable storage units.

We have a Data Protection policy in place to oversee the effective and secure processing of your personal data. This policy can be found on [here](#).

How long we keep your data?

FE Sussex will retain your basic personal data while you are member or are subscribed to FE Sussex. Thereafter, it will be securely deleted. More information on our retention schedule can be found [here](#).

What we would also like to do with your data

FE Sussex would like to use your name and email address to inform you of our future offers and similar products. This information is not shared with third purposes and you can unsubscribe at any time via telephone, email or on our website.

What are your rights?

If at any point you believe the information we process on you is incorrect you can request to see this information and have it corrected or deleted. If you wish to raise a complaint on how we have handled your personal data, you can contact Tim Strickland, FE Sussex Consultant CEO on tim@fesussex.org.uk. If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law you can complain to the [Information Commissioner's Office](#).