



PRIVACY STATEMENT

LASBM Ltd is a "data controller". This means that we are responsible for deciding how we hold and use personal information. We are required under data protection legislation to notify you of the information contained in this privacy notice.

LASBM Ltd is committed to protecting the privacy and security of personal information we hold about our members and sponsors. This privacy statement describes how we collect and use personal information, in accordance with the General Data Protection Regulation (GDPR).

The Categories of Information that we Collect, Process, Hold and Share

We may collect, store and use the following categories of personal information about our members and sponsors:

- Personal information such as name, job title, and contact details;
- Characteristics of your establishment or company (such as phase of education, type of company, any religious status, funding and governance category etc);
- Attendance at events we organise;
- Dietary requirements;
- A photograph or image to represent your identity within the online community;
- Information about the use of our IT, communications and other systems, and other monitoring information;
- Membership and sponsorship of other relevant organisations.

Collecting the Information

There is essential information we require in order to facilitate your membership and sponsorship such as your name and email address. All other information is provided voluntarily.

In the majority of cases, the information held is provided directly by you and can be viewed and updated at any time by you without needing to contact us. It is important that the personal information we hold about you is accurate and current. Please keep your personal record up to date and inform us if you are unable to do so.

How we use your Personal Information

We hold personal data and use it for:

- Providing access to the online community;
- Providing information about our events;

- Keeping you up to date with relevant information about LASBM Ltd or the wider profession;
- Monitoring use of the online community to ensure it is effective and providing value for money to our members and sponsors.

The Lawful Basis on which we use this Information

We will only use your information when the law allows us to. Most commonly, we will use your information in the following circumstances:

- Consent: the individual has given clear consent to process their personal data for a specific purpose;
- Contract: the processing is necessary for a contract with the individual;
- Legal obligation: the processing is necessary to comply with the law (not including contractual obligations);
- Vital interests: the processing is necessary to protect someone's life; and
- Public task: the processing is necessary to perform a task in the public interest or for official functions, and the task or function has a clear basis in law.

We need all the categories of information in the list above primarily to allow us to comply with legal obligations. Please note that we may process information without knowledge or consent, where this is required or permitted by law.

Sharing Data

We may need to share your data with third parties where it is necessary. There are strict controls on who can see your information. We will not share your data without your consent unless we are legally required to do so.

We share information in the following ways:

- Anonymised statistical data to indicate the size and breadth of members and sponsors to potential members or sponsors;
- Anonymised data to professional bodies or government organisations such as the DfE; this may include the name of the school/organisation name, but no personal information or contact details of members and sponsors;
- For some events we will share a delegate list with sponsors of that event; where this is likely to happen it will be made clear at the registration point for the event. The delegate list will include your name, job title and school / organisation name but will not contain any personal contact details (i.e. email address or direct dial telephone number).

The recipients of the information will be bound by confidentiality obligations; we require them to respect the security of your data and to treat it in accordance with the law.

Why we Share the Information

We share the information solely for the good of LASBM Ltd and its members and sponsors. Sharing information in this way helps to generate income, maintain strong members and sponsorship numbers, and have close ties with key organisations.

Storing Data

LASBM Ltd stores information about members and sponsors within the online community which is provided by theEducationCollective and some additional information will be stored on devices belonging to the Directors of LASBM Ltd. These devices are password protected, have up to date anti-virus software and are stored securely when not in use.

For more information on how theEducationCollective stores and processes information please visit <http://www.theeducationcollective.com/dataprotection/>

Information on members and sponsors is kept indefinitely as this is key to maintaining the online community and the historical and valuable advice it provides. Rather than being deleted it is held in an archive accessible by administrators of the Online Community only. The only information that is visible within the online community relating to a former member or sponsor is where they have posted information in the form of documents or discussion posts.

Erasure of member and sponsor data is possible and will be carried out upon receipt of a written request sent to admin@lasbm.com.

Automated Decision Making

Automated decision making takes place when an electronic system uses personal information to make a decision without human intervention. We do not undertake any automated decision making.

Security

We have put in place measures to protect the security of your information (i.e. against it being accidentally lost, used or accessed in an unauthorised way).

Requesting Access to your Personal Data

Under data protection legislation, you have the right to request access to the personal data we hold about you.

You also have the right to:

- Object to processing of personal data that is likely to cause, or is causing, damage or distress;
- Prevent processing for the purposes of direct marketing;
- Object to decisions being taken by automated means;
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- Claim compensation for damages caused by a breach of the data protection regulations.

If you want to exercise any of the above rights, please contact LASBM Ltd by email to admin@lasbm.com.

We may need to request specific information from you to help us confirm your identity and ensure your right to access information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

Transferring Information outside the EU

We do not envisage that we will transfer the personal information we collect about you to countries outside the EU. However, we will notify you in writing and in advance if this position changes.

Right to Withdraw Consent

In circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact LASBM Ltd. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

Contact

If you would like to discuss anything within this privacy statement or have a concern about the way we are collecting or using your personal data, please contact LASBM Ltd by email to admin@lasbm.com.

You have the right to make a complaint at any time to the Information Commissioner's Office, the UK supervisory authority for data protection issues at <https://ico.org.uk/concerns>.

Changes to This Privacy Statement

We reserve the right to update this privacy statement at any time, and we will provide you with a new privacy statement when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.

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