

THE VIDEO STANDARDS COUNCIL MEMBERS, SUPPLIERS AND PUBLIC PRIVACY POLICY

GENERAL

1. The Video Standards Council is committed to protecting and respecting your privacy. We are the data controller and will process your personal data in accordance with the Data Protection Act 1998 as amended or replaced by the General Data Protection Regulation 2016 and any national laws which relate to the processing of personal data.
2. Please read the following carefully to understand our views and practices regarding your data and how we will treat it.
3. This policy applies to information we collect about:
 - Visitors to our website
 - Members of the VSC Code of Practice
 - Suppliers

VISITORS TO OUR WEBSITE

1. We may collect and process personal data about you in the following circumstances:
 - When you complete any online contact form providing us with your name, address, email address and contact number
 - Whenever you provide information to us when reporting a problem, making a complaint, making an enquiry or contacting us for any other reason. If you contact us we may keep a record of any correspondence
 - When you visit our website we may retain details such as traffic data, location data, weblogs and other communications data and resources you access
 - Whenever you disclose information to us or we collect information from you in any other way
2. We may use your personal data for our legitimate interests in order to:
 - Provide you with information or services that you requested from us
 - Respond to an enquiry submitted via our online contact forms
 - Allow you to participate in interactive features of our website when you chose to do so
 - Ensure that the content of our website is presented in the most effective manner for you and for your device

- Improve our website and services
 - Process and deal with any complaints or enquiries made by you
3. Our website may from time to time contain links to and from websites of third parties. Such websites will apply different terms to the collection and privacy of your personal data and the VSC does not accept any responsibility or liability for these policies.

MEMBERS OF THE VSC CODE OF PRACTICE

SCHOOLS REGISTERED WITH THE VSC

We will collect details such as contact names, business names, address, email address, numbers of outlets and telephone number in order to contact you in regard to your membership.

1. We may collect and process personal data about you in the following circumstances:
 - When you complete a membership application providing us with your name, business name, type of business, address, email address, contact number and number of outlets
 - Whenever you change or modify your membership details
 - Whenever you request information regarding your membership and compliance with the code of practice
 - Whenever you provide information to us when reporting a problem, making a complaint, making an enquiry or contacting us for any other reason. If you contact us we may keep a record of any correspondence
 - Whenever you or members of your staff sign up to and use the VSC e-learning staff training course
 - Whenever you disclose information to us or we collect information from you in any other way
2. We will use your personal data provided to:
 - Comply with our obligations to you as a member of the VSC Code of Practice
 - Comply and deal with invoicing and accounting requirements
 - Provide information about age ratings and tips for staying safe online
3. We will not transfer any personal data outside the European Economic Area.

SUPPLIERS

We will collect details such as contact names, address, email address and telephone numbers in order to contact you about goods and/or services we have ordered from you, to comply with our contractual obligations and place further orders. We may share your personal data with our employees to manage our relationship with you and we will keep your personal data for as long as we require your goods and/or services subject to a maximum of six years from our last contact with you. We will not transfer your personal data outside the EEA.

LEGAL BASIS FOR PROCESSING YOUR PERSONAL DATA

In accordance with data protection legislation we are required to notify you of the legal basis upon which we process your personal data. We process your personal data for the following reasons:

- For the performance of a contract we enter into with you
- Where necessary for compliance with a legal obligation we are subject to
- For our legitimate commercial interests

We will also process your personal data where we have obtained your explicit consent.

DISCLOSURE OF YOUR DATA TO THIRD PARTIES

In addition to the third parties mentioned previously we may disclose your personal data to third parties for the following legitimate purposes:

- Staff members in order to facilitate the provision of services to you
- IT software providers who host our website and store data on our behalf
- The police and other regulatory authorities where we are under a legal duty to disclose or share your personal data in order to comply with any legal obligation

CROSS-BORDER DATA TRANSFERS

We will not transfer personal data outside the EEA. Where this may be required in the future we will ensure that safeguards are in place so that such transfers comply with data protection legislation.

DATA SECURITY

Information you have given us is shared on our secure servers. We have implemented physical, technical and organisational measures designed to secure your information against accidental loss and unauthorised access, use, alteration or disclosure. In addition we limit access to personal data to those employees and others who have a legitimate business need for such access.

ACCESS TO, UPDATING, DELETING AND RESTRICTING USE OF YOUR PERSONAL DATA

It is important that the personal data we hold about you is accurate and current. Please keep us informed if the personal data we hold changes.

Data protection legislation gives you certain rights in relation to your personal data. You have a right to object to the processing of your personal data in certain circumstances and to withdraw your consent to the processing of your personal data where this has been provided.

You can also ask us to undertake the following:

- Update or amend your personal data if you believe it is inaccurate
- Remove your personal data from our database entirely
- Restrict the use of your personal data
- Provide you with access to information held about you

Please send any requests relating to the above the Company Secretary, The Video Standards Council, 4A Salar House, 61 Campfield Road, St Albans , Herts AL1 5HT or email us at vsc@videostandards.org.uk

CHANGES TO OUR PRIVACY POLICY

We reserve the right to update this privacy policy at any time and any such updates shall be posted on our website.