

Suppliers and Finance (including subcontractors and individuals associated with our suppliers and subcontractors)

Collection of personal data

We collect and process personal data about our suppliers (including subcontractors and individuals associated with our suppliers and subcontractors) in order to manage the relationship, contract, to receive services from our suppliers and, where relevant, to provide services to our users.

Use of personal data

We use personal data for the following purposes:

Receiving services

We process personal data in relation to our suppliers and their staff as necessary to receive the services. For example, where a supplier is providing us with facilities management or other outsourced services, we will process personal data about those individuals that are providing services to us.

Administering, managing and developing our services

We process personal data in order to run our charity, including:

- managing our relationship with suppliers;
- developing our services (such as identifying users' needs and improvements in service delivery);
- maintaining and using IT systems;
- hosting or facilitating the hosting of events and courses; and
- administering and managing our website and systems and applications.

Security, quality and risk management activities

We have security measures in place to protect our users' information (including personal data), which involve detecting, investigating and resolving security threats. Personal data may be processed as part of the security monitoring that we undertake; for example, automated scans to identify harmful emails. We have policies and procedures in place to monitor the quality of our services and manage risks in relation to our suppliers. We collect and hold personal data as part of our supplier contracting procedures. We monitor the services provided for quality purposes, which may involve processing personal data.

Providing information about us and our range of services

Unless we are asked not to, we use users' contact details to provide information that we think will be of interest about us and our services. For example updates and insights, other services that may be relevant and invites to events.

Data retention

We retain the personal data processed by us for as long as is considered necessary for the purpose for which it was collected (including as required by applicable law or regulation). Personal data may be held for longer periods where extended retention periods are required by law or regulation and in order to establish, exercise or defend our legal rights.

Marketing and Information sent to Membership

Membership Institutions are entitled, as part of their membership package, to access our magazine, ViewFinder. ViewFinder is a digital magazine that will be delivered to the email inboxes of First Member Reps and to those who sign up to the Learning on Screen Newsletter. As ViewFinder is an integral part of Membership to Learning on Screen, we do not consider sending copies to Members as 'marketing', however, an option to unsubscribe is available.

Those who sign up to the Learning On Screen Newsletter will opt in to receive marketing emails about our courses and workshops, alongside updates on ViewFinder articles and other relevant information regarding Learning on Screen services.