



The following outlines the General Data Protection Regulation Policy for The Chartered Society of Forensic Sciences (CSFS) (Compliance From 1/1/2018)

The overarching principle is that

- All data collected and/or stored by CSFS is done so for the sole purposes of CSFS business and an individual's relationship with CSFS. This will include, but is not limited to, membership communication, internal marketing of events, notification of publications, educational quality standards, CPC, CPD. Individual's personal data will not be shared with a third party without prior written consent.
- No member of staff or Council will share any personal data with a third party without the prior consent of the individual. This includes, but is not limited to name, address, email address and phone details.
- All CSFS staff will sign a consent form for their business email address, phone number and associated business contact details to be circulated for the sole purposes of CSFS business.
- All CSFS Trustees must agree to allow CSFS staff to freely use their business contact details but do not agree that they are circulated to external third parties without prior consent on a case by case basis, Trustees to avoid using their own personal details for business correspondence.
- CSFS committee members and Assessors must agree to allow CSFS staff to freely use their business contact details for the sole purposes of CSFS business but do not agree that they are circulated to external third parties without prior consent on a case by case basis.

Data Storage

- As a standard rule CSFS will not retain paper files of personal data, except for financial transactional data.
- The CSFS will carry out a full IT security audit each year in collaboration with ASE their specialist IT support contractor
 - Where financial transactional data is retained onsite it will be stored securely, with access restricted to the CEO, Business Support Manager and Finance Manager. The data is treated as confidential and is only shared with authorised personnel.
 - After their expiry any paper records will be destroyed securely according to ICO guidelines.
 - Financial information for online payments is not held by CSFS and is managed through Stripe/Sagepay.
 - When processing financial information by telephone staff taking the call must not write down or record any of the information given to them except as required to complete a transaction. They must not repeat back any card details and if they require clarification they will ask the caller to repeat the details. The transaction must not be processed on speaker phone.
- The CSFS electronic membership database is hosted and maintained by [VeryConnect](https://veryconnect.com/) <https://veryconnect.com/>.
 - No PC or workstation shall be left unmanned without a suitable password protected screen saver. All PCs and workstations must be closed and password protected overnight.
 - All Staff must use only their own login to access PCs and membership databases and not share their login details with others.



- In order to show compliance with the General Data Protection Regulations all staff have undertaken online training.
- All staff have signed as part of their contract of employment a confidentiality clause.

Membership

- CSFS will not use members' data for any other purpose than for processing and marketing of the Society and membership deliverables. The data will not be circulated to third parties unless members give their prior written consent. on
- As agreed at the 2019 AGM CSFS will publish a list of all professional level members (Associate, Member, Fellow, ChFP) available publicly on the website. By renewing membership and paying the subscription those members are agreeing to be included in this list. Details included are first name, surname, membership level, skill/expertise and if requested contact details.

Data Rights

- The data held by CSFS can only be as accurate as the information supplied to CSFS. It is the responsibility of the individual to ensure their data is accurate.
- Once an individual's relationship with CSFS has become inactive their personal data will be retained electronically for 3 years before deletion.
- An individual may at any time request the removal of their personal data by contacting membership@csfs.org. It should be noted that the removal of all personal data (including email contact details) will result in CSFS no longer being able to carry out the processing of the Society and membership deliverables.
- An individual may at any time raise a concern by contacting membership@csfs.org. For further details on your rights visit <https://ico.org.uk/for-the-public/>

EQS and CPC Assessments

- Any data held for the purposes of Educational Quality Standards (EQS) or Professional Competence (CPC) assessments will be done so on the Society's secure internal server and will be used and retained for the purposes of the assessments only.
- Any inactive data may be retained for a maximum of 3 years before deletion.

Miscellaneous

- Any inactive data collected and stored for the purposes of events communication, awards, governance requirements, CPD and any other ongoing CSFS business may be retained for a maximum of 3 years before deletion.