

# MOBILE ELECTRONIC and SECURITY FEDERATION

## PERSONAL DATA PROCESSING and PRIVACY NOTICE

### Description of processing

The following is a description of the way this organisation processes personal data and provides privacy to the data subject.

### Officers who can process personal data

Processing of personal data is restricted to dedicated officers of the organisation

*These officers of the MESF:  
Data Controller  
Data Processor  
can process personal data about:  
Data Subject*

### Reasons/purposes for processing data

We process personal data to enable us to provide our contractual services as a trade association which includes administering membership records, promoting and providing our services, maintaining our accounts and records and supporting and managing our employees.

*Personal data is obtained from:  
Membership Application  
Student Registration  
Course Application*

### Type/classes of data processed

We process personal data relevant to the above reasons/purposes. This information is the minimum required for effective operation and may include:

- Personal information
- Membership details
- Training courses
- Employment details
- Details of complaints
- Goods and services
- Financial details

*Personal data processed may include:  
Name  
Home address  
Date of Birth  
Telephone number  
Email address  
Membership class  
Membership number  
Qualifications gained  
Employer  
Complaints received  
Goods and services provided  
Payment information*

### We may also process sensitive classes of personal data that include:

- physical or mental health details

*Sensitive personal data may be processed to improve:  
Accessibility*

### Who the personal data is processed about

We process personal data about:

- Members
- Students
- Employees
- Suppliers
- Customers and clients
- Professional advisers and consultants
- Donors and lenders
- Complainants and enquirers

*Personal data is processed about:  
Data Subject  
(Individual persons and Individual persons representing companies)*

## Lawful basis for processing personal data

The processing of personal data is carried out in compliance with the General Data Protection Regulation (GDPR) to fulfil the contractual obligations of membership, training, employment, supplies and complaints.

*Personal data is processed to lawfully perform a contract of:*  
Membership  
Qualifications

## Who the personal data may be shared with

We sometimes need to share the personal data we process with the individual data subject and with other organisations. Where this is necessary we are required to comply with all aspects of the General Data Protection Regulation (GDPR). What follows is a description of the types of organisations we may need to share some of the personal data we process with for one or more reasons.

*Personal data may be shared to confirm:*  
Membership  
Qualifications

Where necessary or required we share information with:

- Data subject
- Current, past and prospective employers
- Educators and examining bodies
- Suppliers and service providers
- Financial organisations
- Central government
- Legal bodies
- Employment and recruitment agencies

## Sharing Personal data overseas

We may share personal data outside the European Economic Area (EEA) to Third Countries).

*Personal data may be shared to confirm:*  
Qualifications

## Retention of Personal data

Personal data is kept only as required to administer accurate membership records, promote services, maintain accounts and records, support and manage employees and fulfil legal obligations. Your data will be kept until such time that you request you no longer wish for us to provide you with details and information relating to our products and services and for a further period thereafter of 6 years.

*Personal data may be retained to confirm:*  
Membership details  
Qualifications  
Financial records

## Storage of Personal data

Personal data is stored physically and/or electronically. Paper documents are stored physically in cabinets. Electronic documents and data are stored electronically in on-site hard drives and remote servers (Cloud).

*Personal data may be stored in different formats:*  
Paper  
Electronic

## **Security of Personal data**

Paper documents are stored in locked cabinets on-site in secured areas. Electronic documents and data are stored electronically secured by encryption and passwords. Access control is restricted to Data Controller and Data Processors.

*Personal data may be secured by:*

Locks  
Encryption  
Passwords

## **Your rights in relation to your personal data**

You have the right to be informed of fair processing of personal data with a view to transparency. You have the right to request the personal data we hold is rectified if it is inaccurate or incomplete. You have the right to deletion or removal of personal data where there is no compelling reason for its continued processing. You have the right to personal data portability in that you may obtain and reuse your personal data for your own purposes across different services. We have the right to refuse to erase personal data where this is to comply with a legal obligation, for archiving purposes or the exercise or defence of legal claims. You will be advised of the grounds of our refusal should any such request be refused.

*Your rights on personal data:*

Fair processing  
Rectification  
Deletion  
Portability  
*exceptions:*  
legal obligations  
archiving

## **You have the right to restrict our processing of your personal data**

You have the right to restrict our processing of your personal data where you contest the accuracy of the personal data until the accuracy is verified. You have the right to restrict our processing of your personal data where you object to the processing (where it was necessary for the performance of a public interest task or purpose of legitimate interests), and we are considering whether our organisation's legitimate grounds override your interests. You have the right to restrict our processing of your personal data when processing is unlawful and you oppose erasure and request restriction instead. You have the right to restrict our processing of your personal data where we no longer need the personal data and you require the personal data to establish, exercise or defend a legal claim.

*You may restrict personal data processing because of:*

Accuracy  
Dispute with us  
Lawfulness

### **Consequences of not providing your personal data to us**

We will be unable to fulfil the contractual obligations of membership, training, employment, supplies and complaints we have with you.

*If you do not provide your personal data to us we will not be able to:*  
Provide contractual services

### **Changes to your personal data**

You have the right to request the personal data we hold is rectified if it is inaccurate or incomplete. You should contact our Data Controller and provide details of any inaccurate or incomplete personal data. We will then ensure that this is amended within one month. We may, in complex cases, extend this period to two months.

*You may change your personal data if it is:*  
Inaccurate  
Incomplete

Contact in writing:

The Data Controller  
Mobile Electronic and Security Federation  
PO Box 3750  
Braintree  
CM77 8ZE  
admin@mesf.org.uk