

## FSB Awards Privacy Notice

**We, Our, Us, FSB** – refers to The National Federation of Self-Employed & Small Businesses Limited together with its subsidiaries

**You, Attendee** – refers to those booking for and attending an FSB awards ceremony

**Awards** – refers to an awards ceremony organised by FSB

**Data Protection Legislation** - all applicable privacy and data protection laws including (i) the General Data Protection Regulation ((EU) 2016/679), the Data Protection Act 2018 and any further or additional national implementing laws, regulations and secondary legislation in England and Wales relating to the processing of Personal Data and the privacy of electronic communications, as amended, replaced or updated from time to time, including the Privacy and Electronic Communications Directive (2002/58/EC) and the Privacy and Electronic Communications (EC Directive) Regulations 2003 (SI 2003/2426).

### Changes to this Privacy Notice and your duty to inform us of changes

We keep our privacy policy under regular review. This version was last updated on July 26 2019.

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

### Personal Data we receive

When applying for tickets to any award event or applying for any award category, you will be asked to provide the following personal data:

- Identity data (including your first name, last name, username, title, date of birth and gender);
- Image data (photographs and video)
- Contact data (including your billing address, delivery address, email address and telephone contact numbers);
- Financial data (including bank account and payment card details);
- Membership data (including confirmation as to whether or not you are an FSB member and your FSB membership number);
- Profile data (includes your username and password, purchase history, preferences, feedback and survey responses);
- Transaction data (including details about payments to and from you and details of other products and services you have purchased from us);
- Technical data (including your internet protocol (IP) address, your login data, time zone setting and location);
- Marketing and Communications data (including your preferences in receiving marketing from us and/or third parties and your communications preferences);
- Special category data (dietary or access requirements)

## If you fail to provide personal data

Where we need to collect personal data by law, or under the terms of a contract we have with you, and you fail to provide that data when requested, we may not be able to perform the contract we have or are trying to enter into with you (for example, to provide you with goods or services). In this case, we may have to cancel a product or service you have with us but we will notify you if this is the case at the time.

## How your personal data will be used?

1. We will only use your data in circumstances where the data protection legislation allows us to. Most commonly, we will use your personal data in the following circumstances:
  - a. Where we need to perform a contract we are about to enter into or have entered into with you;
  - b. Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests;
  - c. Where we need to comply with a legal obligation;
  - d. Where you have given us your explicit and informed consent to do so.

We have set out below, in a table format and within the numbered paragraphs thereafter, a description of all the ways we plan to use your personal data, and which of the legal bases we rely on to do so. We have also identified what our legitimate interests are where appropriate.

Please note that we may process your personal data for more than one lawful ground depending on the specific purpose for which we are using your data. Please contact us if you need details about the specific legal ground we are relying on to process your personal data where more than one ground has been set out in the table below.

<b>Purpose/Activity</b>	<b>Type of data</b>	<b>Lawful basis for processing.</b>
To register you as a customer	(a) Identity data (b) Contact data	Performance of a contract with you
To administer events and register you as an attendee or applicant	(a) Identity data (b) Contact data (c) Special category data	(a) Performance of a contract with you (b) consent (dietary and access requirements)
To process and deliver your order including: (a) Manage payments, fees and charges (b) Collect and recover money owed to us	(a) Identity (b) Contact (c) Financial (d) Transaction (e) Marketing and Communications	(a) Performance of a contract with you (b) Necessary for our legitimate interests (to recover debts due to us)
To manage our relationship with you which will include:	(a) Identity (b) Contact	(a) Performance of a contract with you

<p>(a) Notifying you about changes to our terms or privacy policy</p> <p>(b) Asking you to leave a review or take a survey</p> <p>(c) informing you or upcoming/future events and/or Awards which may be of interest</p>	<p>(c) Profile</p> <p>(d) Marketing and Communications</p>	<p>(b) Necessary to comply with a legal obligation</p> <p>(c) Necessary for our legitimate interests (to keep our records updated and to study how customers use our products/services)</p>
<p>To administer and protect our business and this website (including troubleshooting, data analysis, testing, system maintenance, support, reporting and hosting of data)</p>	<p>(a) Identity</p> <p>(b) Contact</p> <p>(c) Technical</p>	<p>(a) Necessary for our legitimate interests (for running our business, provision of administration and IT services, network security, to prevent fraud and in the context of a business reorganisation or group restructuring exercise)</p> <p>(b) Necessary to comply with a legal obligation</p>
<p>To use data analytics to improve our website, products/services, marketing, events, customer relationships and experiences</p>	<p>(a) Technical</p>	<p>Necessary for our legitimate interests (to define types of customers for our products and services, to keep our website updated and relevant, to develop our business and to inform our marketing strategy)</p>
<p>To promote FSB activities and small businesses using social Media, websites, brochures and the written press</p>	<p>(a) Image</p>	<p>Necessary for our legitimate interests (to grow our business and promote small businesses)</p>

2. Whilst registering for the Awards, we will ask if you are a member of the FSB. If not, and if you give your consent, we will contact you to provide information about the benefits of joining the FSB.
3. For reasons such as security and health and safety, we may share the data you've provided with the venue hosting the Awards. This will always be limited only to data required for specific purposes.
4. We do not generally process special categories of personal data other than when you tell us about dietary or access needs, in which case we will obtain your specific consent which can be withdrawn at any time.

## Marketing

Your personal data may be used to

1. Provide you with information on the benefits of becoming an FSB member where you have specifically given consent to receive such information. Your consent may be withdrawn at any time by contacting customer services using email or by phone.
2. Keep you informed about future FSB events unless you have told us that you do not wish to receive such information. You can do this by unsubscribing from promotional emails.

Your personal data will not be used for any other marketing purpose.

## Sharing personal information

We will only share personal information with third parties when they are providing a specific service on our behalf. We will ensure that your personal information is handled as if we were processing it ourselves and under the same terms as this privacy notice. We will only share the minimum information that they need to undertake the service and we will ensure that they keep your information secure.

## Data Retention

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting or reporting requirements.

Where we anonymise your personal data (so that you can no longer be identified from the data) we may use this information for research or statistical purposes indefinitely without further notice to you.

## International Transfers

We do not transfer your personal data outside either the United Kingdom or European Economic Area (**EEA**)

**OR**

Many of our external third parties are based outside the European Economic Area (**EEA**) so their processing of your personal data will involve a transfer of data outside the United Kingdom and the EEA.

Whenever we transfer your personal data out of the EEA, we ensure a similar degree of protection is afforded to it by ensuring at least one of the following safeguards is implemented:

- We will only transfer your personal data to countries that have been deemed to provide an adequate level of protection for personal data by the European Commission;
- Where we use certain service providers, we may use specific contracts approved by the European Commission which give personal data the same protection it has in Europe;

- Where we use providers based in the US, we may transfer data to them if they are part of the Privacy Shield which requires them to provide similar protection to personal data shared between Europe and the US.

Please contact us if you want further information on the specific mechanism used by us when transferring your personal data out of the EEA.

## Your Rights

Under the data protection legislation you have a number of rights with regard to your personal data. You have the right to:

**Request access** to your personal data (commonly known as a "data subject access request"). This enables you to receive a copy of the personal data we hold about you and to check that we are lawfully processing it.

**Request correction** of the personal data that we hold about you. This enables you to have any incomplete or inaccurate data we hold about you corrected, though we may need to verify the accuracy of the new data you provide to us.

**Request erasure** of your personal data. This enables you to ask us to delete or remove personal data where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal data where you have successfully exercised your right to object to processing (see below), where we may have processed your information unlawfully or where we are required to erase your personal data to comply with local law. Note, however, that we may not always be able to comply with your request of erasure for specific legal reasons which will be notified to you, if applicable, at the time of your request.

**Object to processing** of your personal data where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground as you feel it impacts on your fundamental rights and freedoms. You also have the right to object where we are processing your personal data for direct marketing purposes. In some cases, we may demonstrate that we have compelling legitimate grounds to process your information which override your rights and freedoms.

**Request restriction of processing** of your personal data. This enables you to ask us to suspend the processing of your personal data in the following scenarios:

- If you want us to establish the data's accuracy.
- Where our use of the data is unlawful but you do not want us to erase it.
- Where you need us to hold the data even if we no longer require it as you need it to establish, exercise or defend legal claims.
- You have objected to our use of your data but we need to verify whether we have overriding legitimate grounds to use it.

**Request the transfer** of your personal data to you or to a third party. We will provide to you, or a third party you have chosen, your personal data in a structured, commonly used, machine-readable format. Note that this right only applies to automated information which you initially provided consent for us to use or where we used the information to perform a contract with you.

**Withdraw consent at any time** where we are relying on consent to process your personal data. However, this will not affect the lawfulness of any processing carried out before you withdraw your consent. If you withdraw your consent, we may not be able to provide certain products or services to you. We will advise you if this is the case at the time you withdraw your consent.

## Identity and contact details of controller and data compliance advisor

The National Federation of Self Employed and Small Businesses Limited is the controller of data for the purposes of the data protection legislation.

If you have any concerns as to how your data is processed you can contact our data compliance managers at [data.controller@fsb.org.uk](mailto:data.controller@fsb.org.uk), or you can write to us at:

FAO Data Compliance Manager  
National Federation of Self Employed and Small Businesses Limited  
Sir Frank Whittle Way  
Blackpool FY4 2FE

## What type of cookies do we use?

We use cookies and/or other similar technologies such as tracking GIFs, either alone or in combination with each other to create a unique device ID.

We use the following types of cookies:

- Strictly necessary cookies. These are cookies that are required for the operation of our website and under our terms with you. They include, for example, cookies that enable you to log into secure areas of our website, use a shopping cart or make use of e-billing services.
- Analytical/performance cookies. They allow us to recognise and count the number of visitors and to see how visitors move around our website when they are using it. This helps us for our legitimate interests of improving the way our website works, for example, by ensuring that users are finding what they are looking for easily.
- Functionality cookies. These are used to recognise you when you return to our website. This enables us, subject to your choices and preferences, to personalise our content, greet you by name and remember your preferences (for example, your choice of language or region).

## Disabling cookies

Most web browsers automatically accept cookies and similar technologies, but if you prefer, you can change your browser to prevent that and your help screen or manual will tell you how to do this.

The effect of disabling cookies depends on which cookies you disable but, in general, the website may not operate properly if all cookies are switched off. If you only disable third party cookies, you will not be prevented from making purchases on Our Site.

If you want to disable cookies on our site, you need to change your website browser settings to reject cookies. How you can do this will depend on the browser you use.

To find out more about cookies, including how to see what cookies have been set and how to manage and delete them, visit [wikipedia.org](https://www.wikipedia.org) or [www.aboutcookies.org](https://www.aboutcookies.org).

### **Other helpful resources**

Browser manufacturers provide help pages relating to cookie management in their products. Please see below for more information.

- [Google Chrome](#)
- [Internet Explorer](#)
- [Mozilla Firefox](#)
- [Safari \(Desktop\)](#)
- [Safari \(Mobile\)](#)
- [Android Browser](#)
- [Opera](#)
- [Opera Mobile](#)

For other browsers, please consult the documentation that your browser manufacturer provides.