

# Teaching Statistics Trust

## Data Protection Policy

### Introduction

The Teaching Statistics Trust (the Trust, 'we') is a Registered Charity (registration number 277531) operating in the UK. The Trust's activities are the publication of the journal 'Teaching Statistics', promoting statistics in schools, colleges and the wider society, and funding statistical education initiatives.

The Trust keeps data on Trustees, on those involved in publishing 'Teaching Statistics', and on those applying for funding from the Trust, e.g. those applying for textbook bursaries. These data may be held and processed electronically. This means that the Trust is subject to the General Data Protection Regulation (GDPR).

Under GDPR, the data that the Trust holds are not classed as 'sensitive data'; and because the Trust is a not-for-profit organisation that does not use CCTV it does not have to register with the ICO (Information Commissioner's Office). Nevertheless, under GDPR the Trust has responsibilities of care.

This document outlines our policies.

For more information, please refer to the ICO website: <https://ico.org.uk/>

### Privacy Policy

We will always state clearly why we are collecting personal data, what we will do with the data and how long we will keep the data.

### What data we keep

For all data subjects, we keep the following:

- Name and postal address
- Telephone number(s)
- Email address

### Accuracy

We always endeavour to maintain accurate records, but we rely on data subjects notifying us of any material changes.

Data subjects can at any time ask the Chair of the Trust for a copy of their recorded data. The Chair may be contacted on: [mail@teachingstatisticstrust.org.uk](mailto:mail@teachingstatisticstrust.org.uk)

### What we use data for

The data are only used for legitimate Trust business. This includes:

Communication between Trustees  
Communication between Trustees and other data subjects  
Compliance with Charity Commission requirements  
Audit of Trust accounts  
Ordering and despatch of textbooks covered by the Trust's bursary scheme

### **What we will NOT use data for**

Except as listed in the previous section, the Trust will not disclose data to any third party.

### **Data that are no longer needed**

The Trust does not keep data that are no longer required for the operation of the Trust.  
Therefore:

Data on Trustees who leave the Trust will be held for one year and then deleted from our records.

Data on funding applicants will be held for five years.

### **How we protect the data**

GDPR does not specifically define the level of protection required for personal data, but rather recommends protection that is appropriate depending on the sensitivity of the data and the risks that might be incurred in the event of a security breach. The data that we keep are not classed as sensitive (examples of sensitive information are bank account details, ethnicity etc.). We regard the risks that data subjects are exposed to as being no greater than the risks providing the same data to a friend for social purposes.

### **Encryption and passwords**

The data are held in documents on Trustees' personal computers, and may also be printed as hard copy. The Trustees will take the usual precautions, such as strong passwords and secure storage. The documents themselves are not encrypted.

### **Responsibility for the implementation of this policy**

A nominated member of the Trust is responsible for ensuring that this policy is adhered to. The current nominee is the Chair.

Last updated: June 2018