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**Contact Permissions & Notification for Compliance with the**

**General Data Protection Regulations (GDPR)**

This statement explains how the ECF handles and uses the personal information we collect about our members for processes relating to our operations and activities.

If and when changes are made to this statement, we will prepare an updated version and send it to all members.

The controller for your personal information is Early Childhood Forum. The person responsible for data protection within our society is the Data Protection Officer.

How we use your personal information

ECF is a forum of professional bodies, associations and societies involved with Early Childhood, and as such collects and processes your professional and personal information for the following purposes:

* Maintaining your personal details (e.g. name and address, email address, telephone number if provided, and the year that you joined), together with the professional organisation you represent. We may also have details of your relevant colleagues who may deputise for you when you are unable to attend our quarterly meetings.
* Keeping financial records (e.g. payment of your membership fees)
* Transmission by letter, SMS or email or other electronic means to inform you of forthcoming meetings, events or campaigns as relevant according to the ECF Charter. We may also inform you of draft or proposed legislation, research or other data directly affecting the early years sector. This information may also be available on the ECF website: [www.earlychildhoodforum.org](http://www.earlychildhoodforum.org)
* Early Childhood Forum is a group of organisations representing the early years sector whose objectives are to inform, advocate and campaign and thus may share members’ publicly available professional details with other agencies in accordance with the objectives of the ECF charter.

Our normal legal basis for processing your personal information is your consent, which you gave on joining the society and each time you renew your membership. You can withdraw your consent at any time, including by non-renewal of your membership.

We may keep your personal information for at least two years after your membership ceases for statistical and historical research purposes.

How we share your personal information (Privacy Policy)

* Personal information is not shared outside of ECF and its members.
* Within ECF your personal information is shared with only with duly elected officers of the Steering Group in pursuance of their roles in finance, membership, data protection or similar administrative tasks.
* If it is considered appropriate members may be put in touch with each other only on receipt of implicit consent from both parties.

How we keep your personal information

We take all reasonable precautions to keep your personal information secure. It is maintained in electronic form primarily by the membership secretary and the webmaster /administrator with backups

Your rights

You have the right to access the personal information that we hold about you. You also have the right to ask us to correct any inaccurate personal information we hold about you, to delete personal information, or otherwise restrict our processing, or to object to processing or communications, or to receive an electronic copy of the personal information you provided to us.

If you have any questions or concerns about how your personal information is used, please contact us via the membership secretary.

If you remain unhappy with the way your information is being handled, or with the response received from us, you have the right to lodge a complaint with the Information Commissioner’s Office at Wycliffe House, Water Lane, Wilmslow, SK9 5AF, or via their website: www.ico.org.uk.

Last updated: 17 May 2018, v2