**FLEX Privacy policy**

This policy explains what personal information FLEX records about you, why we record it and how we use it.

FLEX is committed to protecting your personal data. The information we collect about you and how we process it is governed by the Data Protection Act 1998. This means that we can only keep records that are relevant to our work with you.

**1. Information we record about you when using our website**

Personal information is only collected if you choose to provide it. We collect personal data about you when you:

* Sign up to join our mailing list;
* Register on our training platform or sign up to an event;
* Complete one of our feedback forms and/or surveys;
* Make a donation;
* Provide us with inforamtion via direct communication with us (mail, email, phone, text message).

Your details are kept safely on our secure database.

Information provided voluntarily by users through online feedback forms and/or surveys cannot be identified with an individual unless they voluntarily supply their name or other identifying details.

FLEX’s website is not intended for children’s use, we do not knowingly collect data relating to children.

**2. How we use the data we collect:**

Contact information will be used in a way that responds to your legitimate interest (e.g. newsletter, training, recruitment processes, etc.).

Survey information will be used in accordance with the information provided in line with consent.

Identifying information will only be held for as long as is necessary to ensure a proper response to queries and feedback from users.

We will never intentionally misuse or allow others to misuse any personal data we collect or hold.

**3. Use of cookies**

A Cookie is a small file that websites use to assist the web visitor (you) to navigate the site and access its various features. They also provide high level statistics to assist in improving the website experience.

We may use cookies on our website browser which does not collect personal data but rather collect information which helps us assess how the website is used and how it can be improved. This data is not used in any way that could identify individual users. To prevent the download of cookies or control how cookies are used on your computer, read the help information with your Internet browser software or go to: http://www.allaboutcookies.org

**4. Email address**

When you sign up to our newsletter, you are agreeing to receive updates from FLEX via email. We only send you our email communications, including our e-newsletter and event invitations, if you have given us your consent. You can unsubscribe to our emails at any time, by using the ‘unsubscribe’ link at the top of all our e-newsletters, or by getting in touch.

We gather statistics around email opening and clicks using a newsletter management website to help us monitor and improve our newsletters.

You can contact us any time to let us know if you no longer wish to hear from us.

**5. What types of data might we collect:**

The type and amount of information received and stored depends on your use of the FLEX website. This might include:

* **Identity Data:** includes first name, maiden name, last name, username or similar identifier, marital status, title, date of birth and gender;
* **Contact Data:** includes address, email address and telephone numbers;
* Financial Data: may include bank account and payment card details for levy payments;
* **Technical Data:** The visitor IP address (an IP address is a number that can uniquely identify a specific computer or other network device on the internet) is used to create anonymous statistics (e.g. geographical location, browser type and version, operating system, referral source);
* **Usage Data:** includes information about how you use our website such as length of visit, page views and website navigation paths, as well as information about the timing, frequency and pattern of your service use;

**6. Third parties**

FLEX will not sell, trade or rent your personal contact details to any organisation.

We use third-party financial institutions to process our donations. They receive the card number and other personal information only to verify and process transactions securely.

This privacy policy only covers the web site at www.labourexploitation.org. Other links within this site to other web sites are not covered by this policy. We encourage you to review each third party website's privacy policy before providing any personally identifiable information.

**7. Your data protection rights:**

* Right of access: you can request a copy of the personal information we hold about you and check we are processing it lawfully;
* Right to rectification: you can request that any incomplete or inaccurate information we hold about you is corrected;
* Right to delete: you can request that we delete your personal information where there is no good reason for us to continue to process it. You must provide valid reasoning for your request. This can be exercised in conjunction with the right to object (see below);
* Right to object: you can object to our processing of your personal information where we are processing on the basis of our 'legitimate interest' or for a Third Party. We shall cease processing your personal data unless there are compelling and legitimate grounds for processing which override your interests;
* Right to restrict processing: you can request that we restrict our processing of your personal information. Information will be retained but not further processed;
* Right to data portability: where processing of personal data is carried out by automated means, you can request the transfer of your personal information to another party;
* Right to withdraw consent: where we are processing your personal data on the basis of consent, you have the right to withdraw your consent where we rely upon it as the lawful basis for processing; and
* Right to not be subject to decision making based on automated processing: you shall have the right to not be subject to decision making based solely on automated means including profiling.

**8. Get in touch.**

If you wish to discuss any of this further, please do not hesitate to get in touch by emailing info@labourexploitation.org

By continuing to use this site you are considered as understanding and agreeing to the contents of this statement.

**Last reviewed:** February 2025