

# *British Toxicology Society Privacy Policy*

Related information:

[Information Commissioners Office](#)

[Retention policy](#)

Policy revision:

PP V1.3

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September 2022

Contact for document:

[secretariat@thebts.org](mailto:secretariat@thebts.org)

## **British Toxicology Society Privacy Policy**

### **Policy statement**

British Toxicology Society (BTS) is committed to protecting the privacy and security of your personal information. This Privacy Policy gives you detailed information on when and why we collect your personal information, how we use it and how we keep it secure.

### **GDPR**

The General Data Protection Regulation (GDPR) is a new piece of EU legislation that came into force on 25th May 2018. The core intent of GDPR is to give individuals more control over the use of their personal data and how data is stored. This legislation replaces the Data Protection Act 1998 (DPA), giving more rights to you as an individual and more obligations to organisations holding your personal data.

One of the rights is a right to be informed, which means we have to give you more information than previously about the way in which we use, share and store your personal information.

### **Data Controller**

The British Toxicology Society (BTS) is the registered Data Controller, please see below our full contact details:

Main Office:

BTS

% Executive Business Support

City Wharf

Davidson Road

Lichfield

Staffordshire

WS14 9DZ

01543 442 158

[Secretariat@thebts.org](mailto:Secretariat@thebts.org)

Company Registration No: 01676618

Charity Registration No: 286197

Data Protection Officer (DPO): BTS Vice-president - [Secretariat@thebts.org](mailto:Secretariat@thebts.org).

## How we collect your personal information

We collect your information when you decide to interact with us, complete an application form to become a member of BTS or purchase one of our products and services.

We also collect information about your computer to look at how our audience use our website, so that we can offer the best possible experience. Information collected includes your IP address, geographical location, browser type and version, operating system, referral source, length of visit, page views and website navigation paths.

## Purpose and lawful reasons for processing your data

For all goods and services purchased from BTS we will process your data to ensure the correct delivery of those goods and services. The lawful reason for processing data in these cases is contractual and will include:

- BTS Membership
- BTS Events and meetings
- BTS Bursaries or travel grants

Occasionally we will seek the views of BTS members in order to improve the services that the BTS offers to the membership, and to enhance the ability of the BTS to fulfil its mission:

*“To provide the principal forum for toxicology in the UK, to support and enrich the careers of toxicologists, and to promote the importance and advancement of toxicology in the wider scientific and lay communities”*. The lawful basis for this is legitimate business interest.

We may contact you from time to time regarding information you may be interested in from BTS or related organisations. We will only process your data in this regard and contact you if we have obtained your consent to do so. The lawful reason for processing data in this case is consent and will include:

- BTS marketing (non-members)
- Job adverts
- External organisation marketing

We may process data which falls within the special categories of data. The below list details the data which are processed that falls in that category:

- Health information - for any special requirements at conferences and meetings. This information will only be used with your consent and to ensure we are able to deliver any special requirements you may have. The lawful reasons for processing these data are consent and explicit consent as given by you, the data subject

## **Data sharing**

BTS will never share, sell or trade your personal information to any third parties for marketing purposes.

We currently use other organisations to manage our activities: Executive Business Support (EBS) for our administrative support and our website services. These organisations have access to your data in order to perform services on our behalf. We make sure anyone who provides a service for us enters into an agreement with us and meets our standards for data security. They will not use your data for anything other than the clearly defined purpose relating to the service that they are providing.

If you have asked us to obtain payment from an organisation such as an NHS finance department, we may share your details to facilitate this transaction.

## **Types of information we collect**

We only collect the information that is necessary to carry out our business and provide a particular service that you have requested, and to keep you informed. This includes:

- Personal information - (Name, address, contact details, e-mail address and other information as applicable)
- Purchasing information
- Membership application demographic information - (Qualifications, work specialisms, year of birth)

## **How your information is stored**

Your information either will be stored on our website, in a restricted secure server environment or on cloud based software that we have verified as suitable and which meets our security requirements. Only individuals that need to will be allowed to access your data and this access is limited to the requirements of the individual's task. We ensure that all individuals, volunteers and staff members of any third party have been trained to understand their requirements in keeping your data safe. Any hard copy paper records which may be sent to the organisation, such as application forms, are stored in a secure environment and where relevant transferred into electronic format.

## **How long is your information kept**

We will only keep your data for as long as it is necessary, the majority of information will be retained for 7 years to coincide with financial requirements. For areas that you have withdrawn your consent or asked for your data to be removed it will be destroyed as soon as possible within 1 month. If we

decide not to destroy your data we will inform you as to why we have made this decision. Please refer to our Retention policy for further details.

### **Your choices**

You should find it easy to access and amend the personal information that we hold on you, or request that we stop contacting you by withdrawing your consent. If you have an online account with us, you can amend your personal details and email contact preferences at any time. Simply sign in on the web site and log into your account in the member log in area. Alternatively if you prefer, you can contact us by telephoning 01543 442 158 or [Secretariat@thebts.org](mailto:Secretariat@thebts.org).

### **Your rights**

You have the following rights as an individual:

- The right to be informed
- The right of access
- The right to rectification
- The right to erasure
- The right to restrict processing
- The right to data portability
- The right to object
- Rights in relation to automated decision making and profiling.

If you have any queries or concerns regarding the use of your data and the above rights, please contact us by telephone on 01543 442 158 or [Secretariat@thebts.org](mailto:Secretariat@thebts.org)

The supervisory authority is the ICO and comments and concerns can be raised with them Further information on data protection regulations and laws can be found: <https://ico.org.uk/for-the-public>

### **Additional information**

No personal data is transferred outside of the European Economic Area (EEA).