

## Privacy Policy

### Introduction

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

### General Data Protection Regulation (GDPR)

The General Data Protection Regulation (GDPR) is a 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 an individual and more obligations to organisations holding an individual's personal data. One of the rights of an individual is a right to be informed, which means as a Society we have to give an individual more information than previously undertaken about the way in which the Society uses, shares and stores personal information.

### Data Controller

The British Toxicology Society (BTS) is the registered Data Controller and the contact details are:

British Toxicology Society  
% 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 personal information

We collect personal information when an individual (member and non-member) of the Society decides 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 an individual's connection to the BTS website through an individual's computer to look at how our audience use our website, so that we can offer the best possible experience. Information collected includes an individual's 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 an individual's personal data

For all goods and services purchased from BTS we will process an individual's 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, Awards 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 an individual from time to time regarding information they may be interested in from the BTS or related organisations. We will only process an individual's data in this regard and contact them if we have obtained their consent to do so. The lawful reason for processing data in this case is consent and will include:

- BTS marketing (members and 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 the individual's consent and to ensure we are able to deliver any special requirements they may have. The lawful reasons for processing these data are consent and explicit consent as given by the individual, the data subject

## **Data sharing**

BTS will never share, sell or trade 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 individual's 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 an individual's data for anything other than the clearly defined purpose relating to the service that they are providing.

If an individual has asked us to obtain payment from an organisation such as an NHS finance department, we may share an individual's 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 an individual has requested, and to keep them 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 personal information is stored**

Personal 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 personal data of any individual 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 the individual's 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 an individual's information kept**

We will only keep an individual's personal 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 an individual has withdrawn their consent or asked for their data to be removed it will be destroyed as soon as possible within 1 month of the written request. If we decide not to destroy the data we will inform the individual as to why we have made this decision. Please refer to our **Retention Policy** for further details.

## Individual choices

An individual should find it easy to access and amend their personal information that we hold on them, or request that we stop contacting them by withdrawing their consent. If the individual has an online account with us, they can amend their personal details and email contact preferences at any time. An individual should sign in onto the BTS website and log into their account in the member log in area. Alternatively if an individual prefers, they can contact the Society by telephoning 01543 442 158 or email the [Secretariat@thebts.org](mailto:Secretariat@thebts.org).

## An Individual's rights

An individual will have the following right:

- 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 the individual has any queries or concerns regarding the use of their 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 Information Commissioner's Office (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).

## Related information:

[Information Commissioners Office](#)  
[Retention policy](#)

Issue Date: February 2022  
Next Review February 2024

Contact for document: [secretariat@thebts.org](mailto:secretariat@thebts.org)