

British Bryological Society

Privacy Policy

1. Personal data held by the BBS

The British Bryological Society, as ‘Data Controller’ holds the following information about its members:

- Title
- Name
- postal address
- email address (if provided)
- country
- gender
- date individual joined
- class of membership
- whether registered for gift aid
- subscription payment record

Members can see the data held at any time (allowing the Membership Secretary, who is a volunteer, a reasonable time in which to respond).

2. Storage of data

Members’ data are stored on the Membership’s Secretary’s personal computer in a password protected spreadsheet or database. The Membership Secretary will take all reasonable precautions to ensure that the data are protected (e.g. running up-to-date anti-virus software).

Note that the BBS is a small, volunteer-run, organisation (defined a micro-enterprise within the context of GDPR), and therefore the ‘principle of proportionality’ (Article 5 of the Treaty of European Union) should be borne in mind with respect to the extent of the Membership Secretary’s actions in this regard.

A back-up copy is held securely by the General Secretary.

The Society may periodically publish and circulate hard-copy membership lists amongst members of the Society to promote interaction amongst the bryological community, as per its charitable objectives.

Members will be given a choice as to whether they and their details feature in these lists.

3. BBS use of members’ data

Membership data will only be used to contact members on BBS matters, and for the posting of Society journals. To this end members’ details will be shared with the current printer of the Society’s Bulletin “Field Bryology”, and with the publisher of the Society’s academic journal, the Journal of Bryology. In the latter case members can opt-out of receiving a hard copy of the journal by post. Data processing agreements will be put in place to ensure that outside organisations do not pass on our members’ details to third parties or use them for any other purpose than mailing Society publications.

4. Consents

The Society will obtain specific consent from members for the use of their data for purposes other than the basic administration of the Society, including the mailing of the *Journal*.

The members’ Bulletin, *Field Bryology*, will continue to be sent to all members. [The BBS invokes “legitimate interest” for sending this without specific consent: It is a highly regarded magazine to which members are entitled through their subscription, it is a reasonable presumption that all members wish to

receive it, and it is the main route for communicating essential Society business to members. These advantages are balanced against a very small risk to fairly insensitive data.]

Members can update their contact preferences at any time by contacting the Membership Secretary (allowing a reasonable time for the response).

5. Data Retention

The BBS as Data Controller will retain members' data until such time as they resign their membership, or for a period of 3 years from the date of the last subscription payment in the case of lapsed members – details will be kept long enough for a reasonable number of reminders to be sent.

Other organisations processing data on behalf of the BBS will be instructed to delete members' data permanently as soon as they receive the next updated list, or immediately if their contract with the BBS ceases.

A list of member's names, membership category and duration of membership will be kept indefinitely. These form part of the Society's archive, and are used for purposes such as informing obituaries or historic documents.

6. Data Breaches

The BBS is aware of its responsibility to report a serious data breach to the Information Commissioners Office and to individuals affected. If a data breach were to occur the Society would assess whether it "constituted a risk to people's rights and freedoms", and if it did, would take appropriate action.