

British Society of Rheology Privacy Policy

Last updated: August 2024

Our contact details

Name: British Society of Rheology

Web Address: <https://www.bsr.org.uk/>

E-mail: secretary@bsr.org.uk

The type of personal information we collect

We currently collect and process the following information:

- Title, Name, Email address, Postal address. Phone number
- Information about your interests in rheology, which may include some details of your employment / employer.
- Website user statistics: google analytics but no user-specific stats
- Financial information – transaction history, but no bank a/c details (handled by white stripe, go-cardless, paypal). Last 4 digits of card number

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- **Membership:** to receive our bulletin by post and other relevant material by email; to collect your membership fees; to include you (if you opt in) in our searchable membership database so that other members are able to contact you. We do not share this information with any other organisation or individual. We periodically email members with reminders to renew their subscription, information about events and funding opportunities, and about jobs. On joining, you are asked if you wish to receive emails about the things that do not concern your membership directly and you can change your preferences by logging in to your online account.
- **Conference attendance:** if you wish to attend a BSR-organised conference we need contact details, including your name, email address and institution. We may share your name and contact details with the meeting organisers.

Under the UK General Data Protection Regulation (UK GDPR), the lawful basis we rely on for processing this information is that we have a contractual obligation. Members agree to join our society and abide by our rules, in return for services and privileges provided by the BSR, as outlined in our constitution. The data we hold is consistent with a reasonable expectation of what is needed to fulfil our constitution. Our constitution covers honorary members, who, like any member, can resign from the society by informing us in writing by contacting membership@bsr.org.uk.

How we store your personal information

Your information and membership activity is securely stored by Whitefuse, who host and administer our website.

We keep your contact details in our membership database for as long as you are a member. When your membership comes to an end we will dispose of your information by removing your details from the database. Members' contact details are shared with the bulletin printer.

If you have attended a BSR-organised conference, we will delete your details one year after the end of the conference.

We keep a history of your transactions on a google drive shared with council members, including your name, email address, payment amount and payment date, but do not retain your financial account details after processing any payment that you choose to make for membership or

conference attendance. Up to date local copies of this database are stored on properly updated secure PCs by council members.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at secretary@bsr.org.uk if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at secretary@bsr.org.uk.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>