



British Philosophical Association

British Philosophical Association DATA PROTECTION POLICY

The Introduction of the EU General Data Protection Regulations 2018 (GDPR; <https://www.eugdpr.org/>) will not signify significant change for the British Philosophical Association (BPA) as a 'data controller', or holder of personally identifiable information (PII): we have been advised that we do not need to register as an entity with GDPR, nor do we need to appoint a data protection officer. In setting our Data Protection protocols for the purpose of complying with the GDPR, BPA has adhered to the following principles:

- We will collect and retain only the minimum data that is necessary for the smooth running of BPA, including distribution of the BPA newsletter and occasional communications with the membership for BPA-related activities (e.g. REF consultation; BPA elections)
- Renewal of membership will constitute consent for BPA's holding of that data
- The data will be held securely and will not be shared with any other organisations.
- We will use passwords when internally sharing any personal data for the running of BPA.
- Members will have the right to see and to correct the data we hold about their individual membership.
- A complete withholding of consent to the retention of data will make it impossible for the member to receive communications from BPA, including the newsletter.

What data will we hold relating to you?

- Full name(s) – required for your identification
- Email address – for default contact with you
- Institutional affiliation, where one is held
- Student status (for appropriate membership fee)
- Method and date of subscription payment – for verification/ renewal of your current membership status and eligibility for receipt of membership benefits

The BPA does not hold or have access to any of its members' bank account details.

Use of Data for the eNewsletter and other forms of communication

- The BPA will hold and use the list of current members email addresses for the purpose of sending the BPA Newsletter and any other email communications that BPA deems necessary for the benefit of its members or the functioning of BPA.
- This list is held and managed on a secure computer and is not shared with any other persons who are not part of the BPA Committee.
- The BPA will upload to a secure, password protected service the first and last names, and the email address of each BPA member to be part of a contacts list held by, but not used by, an email marketing service of its choice (e.g. Mailchimp), so as to be able to send the Newsletter and other necessary communications to the BPA membership in a timely and accessible manner.
- If you have been a member in the past and received a copy of the Newsletter, or other BPA communication, by email that has been sent via an email marketing service, details

of that communication / Newsletter have been retained for statistical reporting purposes and will be held for six years after the initial communication.

Where and how is your data held?

- Full data is held in a password-protected file by the BPA secretary. If the file needs to be shared with relevant members of the BPA committee (e.g. President, Secretary, Treasurer, Director), it will be shared using a password protected FTP site (e.g. Dropbox). Relevant members who use the file will access it via individual passwords and keep it on password-protected computers.

How long will your data be retained?

We will retain the data relating to each year of your membership for six years from the end of that year, unless you ask for any particular year(s) to be deleted sooner.

Your right to access, rectify or erase the personal data

You may contact the BPA Secretary at any time to ask for access to, and rectification of, your own data. You can ask for your personal data to be removed at any time, but this would affect the BPA membership services and benefits you would receive.

Who else may see your data?

We will not pass your data on to any commercial third party.