

The BABA0 Privacy Information Document

Introduction

A new law – the General Data Protection Regulation (GDPR) – comes into effect on Friday 25th May 2018. This will affect the way that organisations, such as BABA0, keep information about their members. This document explains what information we hold about you, why we hold it, how we protect it for you, and how you can have your information removed from our files, if you so wish.

What information do we hold about you and why?

The information that we hold about you was the information that you provided when you joined BABA0 on your application form. This includes:

- Title
- Full name
- Address
- Postcode
- Country
- E-mail address
- Phone number
- Membership category
- Payment records (including date of payment, amount paid, and payment method)

Student members:

- University affiliation
- Proof of student status

Waged members:

- Occupation (job title/ position)
- Affiliation (place of work)

This information enables us to keep in contact and to provide you with information about:

- Research news and queries
- Grant funding opportunities
- Conferences, seminars, and workshops
- Opportunities for collaboration
- Job opportunities
- Publication news

We keep in contact by email, and may occasionally send you hard copy publications in the post, for example, *Trends in Biological Anthropology*. We may also contact you via social media, and by telephone, where you have given us permission to do so.

This information aids us in keeping our records up to date and provides us with the necessary information to understand the composition of the membership.

Who do we share your personal information with?

We will share your information only with suppliers who work on our behalf (such as, Oxbow who print *Trends in Biological Anthropology*, Web Integrations who host the website, or Conference Organisers). The suppliers will only use personal data within the bounds of the purposes laid out in this Privacy Information Document.

Mailing list

Your name and e mail address are also registered with JISCMail as they host the BABA mailing list. Personal data used for this mailing list are stored subject to their regulations. The BABA mailing list is used by members to inform the wider membership about:

- Research news and queries
- Grant funding opportunities
- Conferences, seminars, and workshops
- Opportunities for collaboration
- Job opportunities
- Publication news

How long will we keep your information?

Information about members is updated annually in January. We will keep information for as long as necessary for the purposes it was collected for. This will vary depending on the type of information, and legal requirements or other justifications permitted by the Data Protection Law. We have an Information Retention Policy which sets out retention periods.

What are our responsibilities and your rights?

We will take great care with the information that we hold about our members. As paid members of the organisation, we hold your personal data as part of our legitimate interest in aiding us to run the BABA.

Opting out

We hope that you benefit from the information and updates circulated by BABAO. However, you have the right to opt out of the BABAO mailing list. To do this, please contact the Membership Secretary (Anwen Caffell at membership@babao.org.uk).

Access to, amending, or deleting information we hold on you

If you would like to see the information that is currently held about you please contact the BABAO Membership Secretary (Anwen Caffell at membership@babao.org.uk), and cc the Data Protection Lead, Catriona McKenzie at c.mckenzie@exeter.ac.uk.

If you would like to amend or update any information, please complete the 'Updating Your Details' form on the website available here:

<http://www.babao.org.uk/membership/#updatingdetails>

Please send the completed form to membership@babao.org.uk. We will correct any out of date information within one month and will confirm that the information has been updated.

If you would like any of your information to be deleted, please contact the BABAO Membership Secretary (Anwen Caffell at membership@babao.org.uk), and cc the Data Protection Lead, Catriona McKenzie at c.mckenzie@exeter.ac.uk. It is necessary for us to hold certain information about you in order to run the organisation, and so we will consider your request, and document the response.

If you are unhappy about the way we are managing and using your personal information, please email the Data Protection Lead, Catriona McKenzie at c.mckenzie@exeter.ac.uk.

If after correspondence you are still unhappy, you can complain to the Information Commissioner's Office (<https://ico.org.uk/>), the independent regulator which exists to protect people's information rights.