

Privacy/Data Protection Policy

Your personal data is important to us here at BACA. On 25 May 2018, the General Data Protection Regulation (GDPR) will be coming into force across the EU. The new regulation gives individuals more control over their personal data. All data processing by BACA is done under the principles of the current Data Protection Act (DPA) and the incoming GDPR.

GDPR Principles

The principles of data protection under the GDPR are similar to those under the DPA but include some extra detail. In summary, these are that personal data shall be:

- processed in a lawful, fair and transparent manner
- collected for specified, explicit and legitimate purposes, and that there will be no further processing that is incompatible with those purposes (there are some exceptions to this for processing for research, statistical or archiving purposes)
- adequate, relevant and limited to what is necessary
- accurate and kept up to date
- kept in a form allowing identification of data subjects for no longer than is necessary (there are some exceptions to this for processing for research, statistical or archiving purposes)
- processed in a secure manner

For more information see the ICO's [webpage on GDPR data protection principles](#)

Use of personal information for membership administration

BACA will hold your personal data for the purposes of administering our contract with you to manage your membership, as per Article 6(1)(b) of the General Data Protection Regulation. We hold records electronically and on paper to confirm you are a member, including your start date, payment details and contact details, including checking from time to time that the data we hold about you is correct. If you have given BACA an email address we will use that to contact you to manage your membership, and if not, BACA will use your postal mail address. We will only use your phone number in the event we are unable to contact you by other means.

Receipt of Journal of Clinical Anatomy

BACA will pass on your personal data to the Publisher, at the time of writing, Wiley and Sons, for the purposes of their sending out the journal to members. BACA will ask Wiley to create an account for members on Wiley.com and thereafter, members may independently manage their preferences with them there, including for any other information from Publisher. Members not consenting to BACA transferring their contact details to the Publisher will be unable to receive the journal.

Note: If the Publisher does change, any replacement terms and conditions of our exchange of your personal data with them will be on terms no less rigorous than those in place with the current Publisher.

Use of personal information for marketing

BACA keeps members informed of our events in the UK and abroad, and of events held by our partner or sister organisations (AACA, ASSA, ANZACA). We do not assume participation in these events by members. BACA may also inform members of non-BACA events, if we consider such events are relevant and of interest to the anatomical community. In this case, we will send you links or flyers to such events, rather than passing on your personal data to organisers, which we would never do without your consent.

Attending BACA Events

BACA will hold your personal data for the purposes of administering our contract with members and non-members when attending a BACA Event, e.g. Scientific Meeting, as per Article 6(1)(b) of the General Data Protection Regulation. We will hold records electronically to confirm you are an attendee, to manage payment, and for general information and functioning of the Event. If you have given BACA an email address we will use that to contact you to administer our contract with you to attend the Event, and if not, BACA will use your postal mail address. We will only use your phone number in the event we are unable to contact you by other means.

Non-Members attending BACA events will be offered, as part of the conference information, a membership application form. This is to ensure that Event attendees are given the opportunity to join the association to be eligible for the Member-only prizes available at our Events.

Subject Data Access Requests (SDARs)

If an individual (member or non-member) wishes to know what data we hold for them, they can apply in writing to the membership secretary at baca.membership@gmail.com who will be able to check this.

Right to be forgotten

It is standard procedure to retain personal data records for some time after an individual either ends their membership or attends a BACA event as a non-member for example, to allow for administration, archiving for financial records and to allow us to respond to any retrospective queries which arise. However, if an individual (member or non-member) wishes to end their contract with BACA and wishes for their data to be deleted completely, they can apply in writing to the membership secretary at baca.membership@gmail.com who will be able to organise this.

Changes to the privacy/data protection policy

We may change our policy from time-to-time to reflect any changes to legislation or with best practice. Future revisions to either document will be posted on our website as soon as practicable after the change takes place. For any queries relating to this policy, please contact us at baca.membership@gmail.com