



**UK Society for
Behaviour Analysis**

**UK-SBA
General Data Protection Regulation
Policy**

Committee responsible: Membership
Approved by: UK-SBA Board
Date approved: 01/02/2019

Date of last review: 07/10/2020
Date of next review: 01/10/2022
Version number: 2

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About us

The United Kingdom Society for Behaviour Analysis (UK-SBA) is registered as a data controller with the Information Commissioner's Office (ICO) (ICO registered number [ZA236055](#)).

It is also a company registered in England and Wales ([company number 08049087](#)), registered address: 19-20 Bourne Court, Southend Road, Woodford Green, Essex, IG8 8HD

If you have any queries about this privacy notice or about any aspect of our data management, please contact our Data Protection Officer, Kate Grant.

We'll update this privacy notice regularly to ensure it continues to comply with the latest regulations and best practice. This privacy notice was last amended on 7th October 2020

GDPR Privacy Statement for Members

The UK-SBA is committed to protecting and respecting your privacy.

This Policy explains when and why we collect personal information about people who become members of UK-SBA. This Policy explains how we use your information and the conditions under which we may disclose it to others and how we keep it secure.

Our Data Protection Officer is Kate Grant; any questions regarding this Policy and our privacy practices should be sent to her by email admin@uk-sba.org.

How do we collect information from you?

We obtain information about you as soon as you apply for membership, this may be through the website or by phone or email.

What type of information is collected from you?

The personal information we collect will include contact information such as your name, address, email address, phone number. We will also collect information relevant to your credentials as a behaviour analyst; which may include certificates and diplomas relating to your training as a behaviour analyst, your status and certificant number with the Behaviour Analysis Certification Board (BACB), a copy of your most recent DBS form, a copy of certificates related to safeguarding, a copy of your insurance certificate, and any letters of support if required. We will also keep records of UK-SBA events you have attended, and any complaints that have involved you. We will record whether you wish to be contacted or not and which type of member you are e.g. full, associate, affiliate, or student.

How is your information used?

The UK-SBA has a legal requirement to keep member's details. You have legal rights as a member to receive the annual report, attend the Annual General Meeting and other General Meetings called by members or trustees. You may submit resolutions for debate and vote on issues or appoint a proxy to vote for you. As a full, associate or affiliate member, you can nominate, stand for election as a director to the board and vote for directors to the board of the organisation. As a student member you can nominate, stand for election as a student representative to the board and vote for student representatives to the board of the organisation.

If you have indicated that you agree to be contacted, we may send you information such as newsletters or let you know about events such as dinners.

Who has access to your information?

You may choose to allow your personal details to be available on the searchable registry of behaviour analysts in the UK. If you agree, the general public will have access to your name, email address, and information about your qualifications as a behaviour analyst which may include your status with the BACB, information about your degrees or qualifications, and if you are in receipt of an up-to-date DBS, insurance policy, and safeguarding certificates. You may choose which information is publicly available, and you may choose to have part or all of the information removed from the database at any time.

We will never disclose your information to people outside of the UK-SBA unless legally required to do so by an official authority such as the police or you have given your consent.

Third Party Service Providers working on our behalf

We may pass your information to our third-party service providers, agents, subcontractors and other associated organisations for the purposes of completing tasks and providing services to you on our behalf (for example to process donations and send you mailings). However, when we use third-party service providers, we disclose only the personal information that is necessary to deliver the service and we have a contract in place that requires them to keep your information secure and not to use it for their own direct marketing purposes. Please be reassured that we will not release your information to third parties beyond the UK-SBA for them to use for their own direct marketing purposes, unless you have requested us to do so, or we are required to do so by law, for example, by a court order or for the purposes of prevention of fraud or other crime.

Your choices and rights

You have a choice about whether or not you wish to receive information from us. We will not contact you if you do not want to receive information such as newsletters from us.

You have the right to withdraw consent at any time and can change your preferences by contacting us by email: admin@uk-sba.org.

How you can access and update your information

The accuracy of your information is important to us. We're working on ways to make it easier for you to review and correct the information that we hold about you. In the meantime, if you change email address, or any of the other information we hold is inaccurate or out of date, please email us at admin@uk-sba.org. You have the right to ask for a copy of the information UK-SBA hold about you.

Security precautions in place to protect the loss, misuse or alteration of your information

When you give us personal information, we take steps to ensure that it's treated securely. Any personal information is encrypted, and password protected.

Non-sensitive details (your email address etc.) that you send us via email can never be guaranteed to be 100% secure. As a result, while we strive to protect your personal information, we cannot guarantee the security of any information you transmit to us, and you do so at your own risk. Once we receive your information, we make our best effort to ensure its security on our systems.

How long do we retain your data?

We are legally required to keep records of members while the organisation exists.

We will keep your supporting evidence information on your account for a period of one year after the term of membership ceases. This is in order for us to comply with our complaints procedure which allows complaints to be raised for up to one year.

Concerns

If you have a concern about the information we hold which you have raised with us and are not satisfied with the response, you have the right to lodge a complaint with the ICO at www.ico.org.uk.

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Helpline number: 0303 123 1113

GDPR Data Consent Statements for UK-SBA Members

As a member organisation we need, for legal reasons, and in order to comply both with our ethics and compliance code and our complaints procedure, to store, process and use information you provide to us about you. We need your consent to do this.

In order for us to meet our legal obligations, please consider the following statements.
If you have any questions, please email admin@uk-sba.org.

To join UK-SBA or renew your membership, you will need to agree to each of the following statements. To confirm you agree with these statements you will need to tick the box on our registration form "I have read and agree to the terms and conditions of the GDPR Policy Documents for UK-SBA Membership".

By ticking this box on the registration form you are demonstrating you agree to each of the following statements required for all members:

Statement 1: I have read and understand the UK-SBA privacy statement for members

Statement 2: I have read and understand the UK-SBA are legally required to keep records and supporting documents of members while the organisation exists and for up to 7 years after membership ceases where there is a legitimate reason to do so.

Statement 3: I have read and understand the UK-SBA may process information it holds about me in order to meet the legal obligations it has as outlined in its Privacy Statement

Statement 4: I have read and understand the UK-SBA may process information it holds about me for the purposes of sending me information, including details of courses and events that may be of interest to me. If I do not wish to receive this correspondence I will notify the UK-SBA by email at admin@uk-sba.org and they will remove me from their mailing list.

GDPR Privacy Statement for UK-SBA Website Users

This privacy notice explains when and why we collect personal information about people who visit our website, how we use it, the conditions under which we may disclose it to others and how we keep it secure.

We may change this policy from time to time so please check this page occasionally to ensure that you're happy with any changes. By using our website, you're agreeing to be bound by this policy.

How do we collect information from you?

We obtain information about you when you use our website, for example, when you contact us about services or to become a member.

Our Data Protection Officer is Kate Grant; any questions regarding this Policy and our privacy practices should be sent to her by email at admin@uk-sba.org.

What type of information is collected from you?

The personal information we collect might include your name, address, email address, IP address, and information regarding what pages are accessed and when. If you make a payment online, your card information is not held by us, it is collected by our third-party payment processors, who specialise in the secure online capture and processing of credit/debit card transactions.

How is your information used?

We may use your information to:

- process a payment that you have made;
- to carry out our obligations arising from any contracts entered into by you and us;
- seek your views or comments;
- notify you of changes;
- send you communications which you have requested and that may be of interest to you.

We review our retention periods for personal information on a regular basis. We are legally required to hold some types of information to fulfil our obligations. We will hold your personal information on our systems for as long as is necessary for the relevant activity, or as long as is set out in any relevant contract you hold with us.

Who has access to your information?

We will not sell or rent your information to third parties. We will not share your information with third parties for marketing purposes.

Your choices

You have a choice about whether or not you wish to receive information from us. If you do not want to receive direct marketing communications from us, then you can select your choices by ticking the relevant boxes situated on the form on which we collect your information.

We will not contact you for marketing purposes by email, phone or text message unless you have given your prior consent. We will not contact you for marketing purposes by post if you have indicated that you do not wish to be contacted. You can change your marketing preferences at any time by contacting us by email: admin@uk-sba.org.

How you can access and update your information

The accuracy of your information is important to us. If you change email address, or any of the other information we hold is inaccurate or out of date, please email us at: admin@uk-sba.org.

You have the right to ask for a copy of the information US-SBA holds about you.

Security precautions in place to protect the loss, misuse or alteration of your information

When you give us personal information, we take steps to ensure that it's treated securely. Any sensitive information (such as credit or debit card details) is encrypted and protected with the following software 128 Bit encryption on SSL. When you are on a secure page, a lock icon will appear on the bottom of web browsers such as Microsoft Internet Explorer.

Non-sensitive details (your email address etc.) are transmitted normally over the Internet, and this can never be guaranteed to be 100% secure. As a result, while we strive to protect your personal information, we cannot guarantee the security of any information you transmit to us, and you do so at your own risk. Once we receive your information, we make our best effort to ensure its security on our systems. Where we have given (or where you have chosen) a password which enables you to access certain parts of our websites, you are responsible for keeping this password confidential. We ask you not to share your password with anyone.

Profiling

We may analyse your personal information to create a profile of your interests and preferences so that we can contact you with information relevant to you. We may make use of additional information about you when it is available from external sources to help us do this effectively. We may also use your personal information to detect and reduce fraud and credit risk.

Use of 'cookies'

Like many other websites, the UK-SBA website uses cookies. 'Cookies' are small pieces of information sent by an organisation to your computer and stored on your hard drive to allow that website to recognise you when you visit. They collect statistical data about your browsing actions and patterns and do not identify you as an individual. For example, we use cookies to store your country preference. This helps us to improve our website and deliver a better more personalised service.

It is possible to switch off cookies by setting your browser preferences. For more information on how to switch off cookies on your computer, visit our full cookies policy. Turning cookies off may result in a loss of functionality when using our website.

Links to other websites

Our website may contain links to other websites run by other organisations. This privacy statement applies only to our website, so we encourage you to read the privacy statements on the other websites you visit. We cannot be responsible for the privacy policies and practices of other sites even if you access them using links from our website.

In addition, if you linked to our website from a third-party site, we cannot be responsible for the privacy policies and practices of the owners and operators of that third-party site and recommend that you check the policy of that third party site.

Transferring your information outside of Europe

As part of the services offered to you through this website, the information which you provide to us may be transferred to countries outside the European Union ("EU"). By way of example, this may happen if any of our servers are from time to time located in a country outside of the EU. These countries may not have similar data protection laws to the UK. By submitting your personal data, you're agreeing to this transfer, storing or processing. If we transfer your information outside of the EU in this way, we will take steps to ensure that appropriate security measures are taken with the aim of ensuring that your privacy rights continue to be protected as outlined in this Policy.

If you use our services while you are outside the EU, your information may be transferred outside the EU in order to provide you with those services.

Changes

We may make changes to this Privacy Statement from time to time and changes will be posted on this page. If the change in our Privacy Statement affects the use of your personal information, we will do our best to contact you to seek your consent to the change in use.

Your acceptance of this Policy

By using our sites, you consent to the collection and use of information by UK-SBA in accordance with our Privacy Statement. If you do not agree to this, please do not use our site.

Your rights

Any personal information submitted via our websites or by text is treated in accordance with the General Data Protection Regulation. To find out more about your entitlements under this legislation, visit the Information Commissioner's website.

If you would like to review or revise information you have previously provided to us online, you may do so by emailing: admin@uk-sba.org.

This policy was updated October 2020.