



**UK Society for
Behaviour Analysis**

PRIVACY NOTICE FOR UK-SBA MEMBERS

Committee responsible : GDPR Group / DPO
Approved by : UK-SBA Board
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Privacy Notice for UK-SBA Members

1. About us

- 1.1 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](#)).
- 1.2 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
- 1.3 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.
- 1.4 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 21 March 2024.

2. GDPR Privacy Statement for Members

- 2.1 The UK-SBA is committed to protecting and respecting your privacy.
- 2.2 This notice explains when and why we collect personal information about people who become members of UK-SBA. This notice explains how we use your information and the conditions under which we may disclose it to others and how we keep it secure.
- 2.3 Our Data Protection Officer is Kate Grant; any questions regarding this notice and our privacy practices should be sent to her by email admin@uk-sba.org.

3. How do we collect information from you?

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

4. What type of information is collected from you?

- 4.1 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 disclosure document, 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.

5. How is your information used?

- 5.1 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.

5.2 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.

6. Who has access to your information?

6.1 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 disclosure document, 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.

6.2 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.

7. Third Party Service Providers working on our behalf

7.1 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.

8. Your choices and rights

8.1 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.

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

9. How you can access and update your information

9.1 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.

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

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

10.2 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.

11. How long do we retain your data?

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

11.2 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.

12. Concerns

12.1 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

13. GDPR Data Consent Statements for UK-SBA Members

13.1 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.

13.2 In order for us to meet our legal obligations, please consider the following statements.

13.3 If you have any questions, please email admin@uk-sba.org.

GDPR Data Consent Statements for UK-SBA Members

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 notice 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 Notice

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.