

The British Society of Soil Science (BSSS) is a registered charity in the UK. We are committed to protecting the rights and freedom of all individuals in relation to the processing of their personal data.

This policy is applicable to:

- BSSS Trustees
- Staff and volunteers.

Scope

We have a duty to comply with the Data Protection Act 2018, UK GDPR and EU General Data Protection Regulations. This policy has been developed to ensure all staff and volunteers understand their obligations when processing personal and special category data.

This policy and the legislation apply to all personal data, whether held on paper or electronically. So long as the processing of the data is carried out for Society purposes, it applies regardless of where data is held.

‘Processing’ data is widely defined and includes obtaining, recording, keeping, using it in any way, sharing or disclosing it or erasing and destroying it.

Principles

Personal and special category data must be:

Processed lawfully

All personal and special category data must be processed lawfully, fairly and in a transparent manner in relation to individuals.

Used for a specific purpose

The data must be collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes.

Be relevant to the purpose

The data must be adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.

Be accurate

Data should be accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay.

Kept no longer than necessary

Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals.

Kept securely

Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

Responsibilities of staff and volunteers

Staff and volunteers handling data will:

- complete Data Protection Act 2018, UK GDPR and EU General Data Protection Regulation training as soon before they begin handling data
- complete refresher courses as directed by their manager
- ensure that they only ever process personal data in accordance with requirements of the Data Protection Act 2018, UK GDPR and EU General Data Protection Regulation
- follow the principles set out above.

Personal data in the public domain

We hold certain information about people in the public domain, for example the President's name and biography will appear on the website. Personal data classified as being in the 'public domain' refers to information which will be publicly available world-wide and may be disclosed to third parties without recourse to the data subject.

Data security

Security of All Data

We use Internet standard encryption technology ("SSL" or "Secure Socket Layer" technology) to encode personal data that you send to us when placing an application through the website. To check that you are in a secure area of the Website before sending personal data to us, please check that your browser displays an image of a closed padlock or an unbroken key.

However, please note that whilst we take appropriate technical and organisational measures to safeguard the personal data that you provide to us, no transmission over the Internet can ever be guaranteed secure. Consequently, please note that we cannot guarantee the security of any personal data either transferred over

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the Internet to the society or data legally transferred from the society to a third-party, individual or organisation.

We will take all steps reasonably necessary to ensure that all personal information is treated securely and in accordance with this notice. All information you provide to us is stored securely, including in a physically secure environment, in locked offices where access is restricted to authorised personnel, visitors and contractors, in locked drawers accessible only by authorised personnel and on our secure servers compliant to the Information Security Standard (ISO/IEC 27001 series). Access to your personal information will be restricted to such staff and other individuals as are necessary for the purposes for which the information was collected. All data will not be transferred to, stored at, or processed in a destination outside the European Economic Area (EEA). We will store your information on databases held in locations that have been tested for electronic and physical security and access will be permitted only to those with a need to know. We will not store your personal information for longer than is necessary to deliver and evaluate the services we offer.

Special Category Data Handling

Certain data, such as race and ethnic origin, political opinions, religious or philosophical beliefs, genetic data, biometric data, health or sexual orientation, requires special handling because if disclosed accidentally, it could have a harmful effect on you. . As such, should we need to collect any such data we will only use this with your consent unless it is in your vital interest (threat to your life), it is in our legitimate interests, where there is a legal obligation or a contractual commitment.

Keeping personal data properly secure is vital in complying with the Data Protection Act, UK GDPR and EU General Data Protection Regulations. We are responsible for ensuring that any personal data we have access to is kept securely. We are also responsible for ensuring that personal data is not disclosed inappropriately in any way to any unauthorised third party. We will:

- keep passwords safe and not share them
- lock away personal data kept in paper format in a lockable cabinet or pedestal. Documents will not be left unattended at any time
- where hard copy documents (including notebooks) are taken out of the office, ensure the documents are always looked after. Consideration will be given to whether it is necessary to take files out of the office and whether they could be taken on an encrypted handheld device or laptop.
- ensure, where data has to go onto a memory stick, that the device used is encrypted and that the data is password protected
- store securely and lock away safely these devices when not being used
- where data has been printed and is no longer required, it should be confidentially shredded.

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Types of Personal Data and where we collect it from

TYPE	DESCRIPTION	WHERE FROM
Contact	Where you live and how to contact you	<ul style="list-style-type: none"> • Membership Application • Your membership profile • Phone, email or letter correspondence • Event ticket purchase and /or abstract submission • Grant application • Registering to receive marketing • Social media posts
Transactional	Details about payments to your account	<ul style="list-style-type: none"> • Membership Application • Your membership profile • Membership renewal • Event ticket purchase • Grant application • Purchase of ad-hoc products and services
Communications	What we learn about you from letters, emails, conversations between us and social media posts	<ul style="list-style-type: none"> • Membership Application • Your membership profile • Phone, email or letter correspondence • Event ticket purchase and / or abstract submission • Registering to receive marketing • Purchase of ad-hoc products and services • Social media posts
Contractual	Details about products or	<ul style="list-style-type: none"> • Membership Application

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	services we provide to you or are provided to us	<ul style="list-style-type: none"> • Membership renewals • Event ticket purchase and / or abstract submission
Usage data	Data about how you use our services	<ul style="list-style-type: none"> • Your membership profile
Socio-demographic	Details about your work or profession, nationality & education	<ul style="list-style-type: none"> • Membership Application • Your membership profile
Categorical	Gender & Ethnicity	<ul style="list-style-type: none"> • Membership Application • Your membership profile
Documentary Data	Details about you that are stored in documents in different formats, or copies of them, e.g. CV or degree certificate	<ul style="list-style-type: none"> • Membership Application • Your membership profile
Consents	Your marketing preferences	<ul style="list-style-type: none"> • Membership Application • Your membership profile

Why we collect your personal data

We are permitted only to use personal information if we have an acceptable reason to do so. This includes sharing it outside BSSS. The law says we must have one or more of these reasons:

REASON	EXAMPLE	COMMENTS
Contractual	When you become a member	If you fail to provide certain information when requested, we may not be able to offer you a membership contract, perform

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		the contract or comply with legal obligations resulting in the cancellation of contract
Legal Duty	Meeting our obligations under Health & Safety and other legislation	
Legitimate Interest	When we have business reason to use your information.	Membership renewals, important society updates to policies etc
Consent	We only market to you if you have consented, except on few occasions where we rely on legitimate interests	You can withdraw your consent and update your marketing preferences at any time without there being an impact on the contract you have with us

Collection and Use of Personal Data

We only use your data for the purposes for which it was collected, unless we reasonably consider that we need to use it for another reason which is compatible with the original purpose. Your personal data may be used without your knowledge or consent, where this is allowable by law.

In line with the BSSS Equality, Diversity and Inclusion Policy, we collect personal information related to gender, ethnicity and nationality. This information allows the BSSS Council to assess the strategies it needs to implement to support members from all backgrounds.

Archiving

For future research purposes which are in the public interest we store a limited amount of personal details permanently but please bear in mind that these records remain confidential for a period of 100 years.

Sharing your personal data

WHO WE SHARE YOUR PERSONAL DATA WITH	WHAT YOU NEED TO KNOW
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<p>Within BSSS</p>	<p>We share your information with our employees where this is necessary, such as for internal administration.</p>	<p>Your information will only be shared with such employees as reasonably necessary for these purposes.</p>
<p>With third parties</p>	<p>We have a number of trusted partners with whom we share your data to deliver our services.</p> <p>For example:</p> <ul style="list-style-type: none"> • Webhosting, membership software and marketing • Transaction details with companies who provide our payment services • Bank account details with our direct debit collector • Event management – hotel bookings, conference bookings, dietary needs • IT Department for the purpose operating our business, support services and site security 	<p>Where we contract a company to undertake a task for us, they are referred to as a third party. We have a contract with them that includes how your personal data will be handled and treated in accordance with the law.</p>

<p>Obligation</p>	<p>We will share your personal information with third parties where we have a statutory obligation.</p> <p>For example:</p> <ul style="list-style-type: none"> • HM Revenue & Customs, regulators and other authorities • Direct Debit scheme 	<p>Membership renewals, important society updates to policies etc</p>
<p>At your request</p>	<p>To companies with whom you have asked us to share your data</p>	<p>This may include banks, prospective employers, other society members</p>
<p>Exceptional Circumstances</p>	<p>Where we believe that the disclosure is:</p> <ul style="list-style-type: none"> • Required by law or in order to comply with judicial proceedings, court orders or legal or regulatory proceedings and fraud prevention • Necessary to protect the safety of our employees, yourself, property or the public • Necessary for the prevention 	<p>We may disclose personal data to authorities where it is needed in relation to legal claims, to protect interests, where you are not capable of giving your consent or where you have already made the information public. On these occasions, we would ensure we are proportionate in the amount of data disclosed</p>

or detection of
crime, including
fraud protection
and credit risk
reduction

Data subject rights

Data subjects have defined rights over the use of their data. These rights have been reinforced and extended by the Data Protection Act 2018, UK GDPR and EU General Data Protection Regulations. These rights are:

Informed

- Individuals have the right to be informed about the collection and use of their personal data. This is a key transparency requirement under the Data Protection Act 2018, UK GDPR and EU General Data Protection Regulation.
- We must provide individuals with information including: the purposes for processing their personal data, the retention periods for that personal data, and who it will be shared with. This is called 'privacy information'
- We must provide privacy information to individuals at the point of collection of their personal data from them
- If we obtain personal data from other sources, privacy information must be provided within a reasonable period of obtaining the data and no later than 28 calendar days.

Access

- Individuals have the right to access their personal data. This is commonly referred to as subject access
- Individuals can make a subject access request verbally or in writing
- We have one month [or 20 working days] to respond to a request
- We cannot charge a fee to deal with a request in most circumstances.

Rectification

- The Data Protection Act 2018, UK GDPR and EU General Data Protection Regulations includes a right for individuals to have inaccurate personal data rectified, or completed if it is incomplete
- An individual can make a request for rectification verbally or in writing
- We have one month [or 20 working days] to respond to a request

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- In certain circumstances, where the request is excessive or repetitive, we can refuse a request for rectification or charge a fee to cover the cost of making the amendments.

Erasure

- The Data Protection Act 2018, UK GDPR and EU General Data Protection Regulations introduces a right for individuals to have personal data erased
- The right to erasure is also known as ‘the right to be forgotten’
- Individuals can make a request for erasure verbally or in writing
- We have one month [or 20 working days] to respond to a request
- In certain circumstances, where the request is excessive or repetitive, we can refuse a request for rectification or charge a fee to cover the cost of making the amendments.

Restrict processing

- Individuals have the right to request the restriction or suppression of their personal data
- This is not an absolute right and only applies in following circumstances:
 - the individual contests the accuracy of their personal data and we are verifying the accuracy of the data;
 - the data has been unlawfully processed (i.e. in breach of the lawfulness requirement of the first principle of the UK GDPR and EU GDPR) and the individual opposes erasure and requests restriction instead;
 - we no longer need the personal data but the individual has a need to keep it in order to establish, exercise or defend a legal claim; or
 - the individual has objected to processing their data under Article 21(1), and we are considering whether our legitimate grounds override those of the individual.
- When processing is restricted, we are permitted to store the personal data, but not use it
- An individual can make a request for restriction verbally or in writing
- We have one month [or 20 working days] to respond to a request.

Data Portability

- The right to data portability allows individuals to obtain and reuse their personal data for their own purposes.
- It allows them to move, copy or transfer personal data easily from one IT environment to another in a safe and secure way, without affecting its usability.

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- The right only applies to information an individual has provided to a controller.

Object

- The Data Protection Act 2018, UK GDPR and EU General Data Protection Regulations gives individuals the right to object to the processing of their personal data in certain circumstances
- Individuals have an absolute right to stop their data being used for direct marketing.
- In other cases where the right to object applies, we may be able to continue processing if the individual remains in membership for example, and where data processing would be required to renew their membership
- We must tell individuals about their right to object and an individual can make an objection verbally or in writing
- We have one month [or 20 working days] to respond to an objection.

Automated decision making and profiling

The Data Protection Act 2018, UK GDPR and EU General Data Protection Regulations has provisions on:

1. Automated individual decision-making (making a decision solely by automated means without any human involvement); and
2. Profiling (automated processing of personal data to evaluate certain things about an individual). Profiling can be part of an automated decision-making process.

The Data Protection Act 2018, UK GDPR and EU General Data Protection Regulations applies to all automated individual decision-making and profiling. The Acts have additional rules to protect individuals if we are carrying out solely automated decision-making that has legal or similarly significant effects on them.

We do not currently carry out this type of decision making and this policy will be updated if this changes.

Prohibited activities

The following activities are strictly prohibited when processing personal and special category data:

- Sharing passwords to access data
- Sending personal data to a personal email address

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- Sending data to unauthorised personnel. Access to member data should be restricted to staff, and in certain situations, such as membership applications, by a defined group of volunteers who are also subject to this policy
- Sending personal data in an insecure format
- Losing or misplacing personal and sensitive data
- Leaving personal data unprotected
- Accessing information about a member where there is no legitimate reason for doing so
- Accessing personal data about an individual for personal use.

The measures we have put in place under this policy will ensure the risk of such incidents happening is minimised.

Website and Cookies

All membership applications, membership renewals and event applications are processed through a third-party system, Wild Apricot. In order for members and visitors to access their profiles on the BSSS website, all users must read, accept and opt into the Wild Apricot [terms of use](#). Online payment is taken by PayPal, via a secure connection, who operate as the Data Controller within this process and are PCI compliant. BSSS do not take or record payment details via our website and your payment data will therefore be subject to PayPal's [Privacy Policy](#).

Cookies

Cookies are small pieces of text information sent to your browser when visiting a website. We use cookies to store information about your visit and enhance the functionality of your visit. No personal information or information that could be used to identify individuals is held in these cookies.

Social Cookies

Our website is integrated with the following social platforms which independently may set cookies on your computer, including Facebook, Twitter, LinkedIn and YouTube. Please note that we do not have any control over how the information in these cookies is used nor do we have access to it. Please refer to the cookie policies of the relevant provider for more information.

Implications of breaching this policy

It is a condition of employment in the case of staff and contractors that they abide by the law and the Society's policies. Any breach of this policy could be considered a disciplinary offence and may lead to disciplinary action. A serious breach of the Data Protection Act, UK GDPR EU General Data Protection Regulations may also result in the Society and/or the individual being held liable in law.

Privacy by Design

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Under the Data Protection Act 2018, UK GDPR and EU General Data Protection Regulations we have a general obligation to implement technical and organisational measures to show that we have considered and integrated data protection into our processing activities. Where data will be used or processed in a new way, staff must complete a Privacy Impact Assessment, ([PIA Screening Questions Template.docx](#)) to help identify and minimise any data protection risks.

International transfers

The Data Protection Act 2018 and EU General Data Protection Regulations imposes restrictions on the transfer of personal data outside the European Union, to third countries or international organisations. Personal data may only be transferred outside of the EU in compliance with the conditions for transfer set out in Chapter V of the UK GDPR and EU GDPR.

We may transfer personal data where the organisation receiving the personal data has provided adequate safeguards. Individuals' rights must be enforceable and effective legal remedies for individuals must be available following the transfer.

Adequate safeguards may be provided for by a legally binding agreement between public authorities or bodies or the transfer is

- necessary for important reasons of public interest
- necessary for the establishment, exercise or defence of legal claims
- necessary to protect the vital interests of the data subject or other persons, where the data subject is physically or legally incapable of giving consent, or
- made from a register which under UK or EU law is intended to provide information to the public (and which is open to consultation by either the public in general or those able to show a legitimate interest in inspecting the register).

Exemptions

Exemptions to the Data Protection Act 2018, UK GDPR and the EU General Data Protection Regulations can apply in a small number of areas and only where the restriction respects the essence of the individual's fundamental rights and freedoms and it is a necessary and proportionate measure in a democratic society to safeguard:

- national security
- defence
- public security
- the prevention, investigation, detection or prosecution of criminal offences
- other important public interests, in particular economic or financial interests, including budgetary and taxation matters, public health and security
- breaches of ethics in regulated professions

- monitoring, inspection or regulatory functions connected to the exercise of official authority regarding security, defence, other important public interests or crime/ethics prevention
- the protection of the individual, or the rights and freedoms of others, or
- the enforcement of civil law matters.

Further Information

Further information about the Data Protection Act 1998 and UK GDPR is available via the Information Commissioner's Office: www.ico.org.uk/for-organisations/law-enforcement/guide-to-le-processing.

Further information about the EU General Data Protection Regulations is available via <https://gdpr.eu>

Contact us to:

- Update or rectify inaccurate/incomplete personal data
- Change your marketing and contact preferences
- Object to us using your personal data *There may be legal or other official reasons why we need to keep or use your data*
- You would like us to transfer a copy of your data to another company.

If you require a copy of your personal data please contact the Data Protection Co-ordinator:

phone: +44 (0)1234 752917

email: admin@soils.org.uk

If we are still not able to resolve the matter you have the right to lodge a complaint with the Information Commissioner's Office: they will direct you to us in the first instance.

This Data Protection Policy is fully supported by BSSS Trustees and will be reviewed on an annual basis.

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