Privacy and Data Policy

Introduction

The EU General Data Protection Regulation (GDPR) came into force on 25 May 2018 and subsequently transferred to UK law as UK GDPR after the UK left the EU. Under these regulations, the British Hydrological Society (BHS) is a controller and processor of personal data. A key objective of the GDPR legislation is transparency around the collection and use of personal data. This document describes the BHS policy for data that is collected and stored for the Society and by the Society.

Justification

The Trustees of the BHS have a series of duties they must conduct in accordance with the Statutes and with support of the Main Committee. In accordance with these duties, the Trustees must utilise the personal data of members to fulfil and advance the purposes of the Society. Secondly, as stated in the Statutes of the BHS, members have various rights, including – but not limited to – voting on Society matters, attending meetings, being nominated for Committee positions and/or awards, and applying for grants. Relevant personal data is required for the Society to enable these rights to be actioned. On both counts, it is thus a legitimate interest of the Society as defined by Article 6(1) of the UK GDPR legislation to collect and store these personal data.

Relationship with the Institute for Civil Engineers (ICE)

The BHS is affiliated with the ICE, in accordance with the Statutes, as a Specialist Knowledge Society. Through this affiliation, the ICE provides administrative support to the Society including handling membership details for members. This data is collected and stored outside of the Society by ICE and falls under the auspices of the ICE Privacy Policy.

It is permitted under the ICE Privacy Policy that personal data may be shared with Specialist Knowledge Societies, including the BHS. Personal data will be shared with the BHS Main Committee only when required under the circumstances outlined in section 2. Where possible, personal data will be anonymised by ICE before sharing. Personal Data shared in this way will be held only for as long as it is required for the purposes that it was originally shared and is still subject to the ICE Privacy Policy in addition to the BHS Privacy and Data Policy. Where a conflict occurs, the ICE Privacy Policy takes precedent.

What personal data does the Society collect?

Personal data is “any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier” (Information Commissioners Office). In accordance with the circumstances outlined in Section 2, the Society will collect only the personal data relevant to specific actions. For example, to process travel grant or Trustee nominations, the Society will collect and store names and email addresses as part of applications and until final reports have been submitted for successful applicants.

How is personal data used and by whom?

Personal data collected by the Society itself or shared with the Society by ICE will be used and stored by the Main Committee. This data will be used only for the purposes that it was collected for, which may include evaluating the size, composition, and trends of the membership, inviting members to events, maintaining contact with the membership, and administrating benefits of membership, such as grants and awards. Personal data will not be used for any other purposes and will not be shared with any other organisation for any purpose unless specified at point of collection.

What can you do as a BHS member?

Most personal data relating to BHS members is held by ICE. Members rights to view, edit, or request to have this data removed are stated in the ICE Privacy Policy.
You may also request to view, edit, and have removed data collected by the BHS where the Society has collected it by sending the request to the Honorary Secretary (bhshonsec@gmail.com), stating the information you wish to view, edit, and have removed and the purposes that it was originally collected – this may affect your ability to receive the benefits afforded by your membership if that personal data is required to process them.

Specific Policies

This section highlights specific policies relating to personal data and common Society activities:

Events and Images

By attending in-person BHS events, for example Symposia, you agree that you may be photographed, and your image may be used in BHS publications, including (but not

exclusively) the website, social media channels, and *Circulation.* This will be made clear when signing up for BHS events.

Publications

There are several publications managed by the BHS, including the quarterly newsletter, *Circulation*, Occasional Papers, and the BHS website. Members may submit items for these publications via the Technical Secretary. Submissions may be published electronically, hosted on the BHS website, and printed (as is the case with *Circulation*). Typically, the author's name and contact details (if volunteered) will accompany the submission if published. Items are submitted to the Technical Secretary and shared with members of the Main Committee for editorial purposes prior to publication. Authors may request to view, edit, and have removed their submission and personal data at any point until publication. Once published it may not be possible to change or remove personal data.

By joining the BHS, you agree that your name, employer, and location will publish as part of a list of new members since the previous edition that is usually published in the newsletter. This information is shared with the Society by ICE for this purpose and once published it may not be possible to change or remove this personal data. This will be made clear when applying to join the BHS.

Hard copies of *Circulation* are posted to members of the Society and individuals who have subscribed. Personal data to facilitate this is collected and stored by ICE and shared with the printing copy directly by ICE. Subsequently, that information is subject to the ICE Privacy Policy.

BHS Mailbase

There is a mailbase (BHS-HYDROLOGY@jiscmail.ac.uk) promoted yet not owned by the BHS. Members volunteer to sign up to the mailbase and can unsubscribe whenever they wish. The Society can access, view, edit, or remove any personal data on this mailbase.

Main Committee Members

Members of the Main Committee will have their names, and an email address published on the BHS website for the period of their role on the Main Committee. At any time, they may request this information to be edited. They may also request the information to be removed but must also immediately resign from their role.
Trustees are members of the Main Committee and will also have their personal data shared in compliance with charity law (e.g., name and address published on the Charity

Commission's website) for as long as they are in the role. It is their responsibility to ensure this information is up to date, informing the Honorary Secretary and the Charity Commission of any changes. To have this information removed requires them to immediately resign from their position as Trustee.

The names of former Presidents, Honorary Secretaries, and Honorary Treasurers are published on the BHS website and can be changed or removed upon request to the current Honorary Secretary.

Events

The Society organises, hosts, and supports events and workshops that will require the collection and storing of personal data for registration, and further relevant information (e.g., accessibility and dietary requirements). The Society may also ask for data to be volunteered to support the monitoring of Equality, Diversity, and Inclusion actions. Where possible, this data will be collected and stored by ICE and held under the ICE Privacy Policy. Where data is collected by the Society it will be done so in accordance with this policy.

Some meetings and events may be organised and/or hosted by other organisations, for example the BHS Symposium, but done so under the BHS banner and with Society support and/or funding. In this case the organisers must submit to the Main Committee a copy of any existing policies regarding their privacy and data procedures or submit a privacy and data plan for the event/meeting. The Trustees must approve this before any personal data is collected.

Regional Groups

Regional groups must either adopt the overall BHS policy or produce their own policy to cover privacy and data for their activities. This will be submitted to the Main Committee and must be approved by the Trustees before any personal data can be collected and stored. The approved policies must be adhered to, and any breaches reported to the Trustees.

Change record

Date of change	**Change by**	**Reason for change**
June 2024	BHS Main Committee	Adopted