

Privacy Policy

This privacy policy is for the website www.bioprota.org and has been prepared by RadEcol Consulting (5 The Chambers, Vineyard, Abingdon, Oxfordshire OX14 3PX, United Kingdom).

This policy governs the privacy of those who use the BIOPROTA website, and we are committed to safeguarding the privacy of everyone who uses it. In this policy we explain to you how we control, process, handle and protect your personal information while browsing or using this website, including your rights under current laws and regulations. If you do not agree to the following policy you may wish to cease viewing / using this website.

Policy key definitions:

- "I", "our", "us", or "we" refer to the organisation, BIOPROTA.
- "you", "the user" refer to the person(s) using this website.
- GDPR means General Data Protection Act.
- PECR means Privacy & Electronic Communications Regulation.
- ICO means Information Commissioner's Office.
- Cookies mean small files stored on a user's computer or device.

Processing of your personal data

Under the GDPR (General Data Protection Regulation) we control and / or process personal information about you electronically using the following lawful bases.

- **Lawful basis:** Consent
The reason we use this basis: The legal basis for this processing is our legitimate interest: the proper administration of our website and communications with users.
We process your information in the following ways: Our website will generate the metadata associated with communications made using the website contact form. The correspondence data may be processed for the purposes of communicating with you and record-keeping.
Data retention period: We will continue to process your information under this basis until you withdraw consent or it is determined your consent no longer exists.
Sharing your information: We do not share your information with third parties.
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- **Lawful basis:** Consent

The reason we use this basis: Our website uses cookies to collect information. This includes information about browsing, pages viewed, and the journey around our website.

We process your information in the following ways: When someone visits www.radecol.co.uk we use a third party service, Google Analytics, to collect standard internet log information and details of visitor behaviour patterns. We do this to find out things such as the number of visitors to the various parts of the site. This information is only processed in a way which does not identify anyone. We do not make, and do not allow Google to make, any attempt to find out the identities of those visiting our website.

Data retention period: We will continue to process your information under this basis until you withdraw consent or it is determined your consent no longer exists.

Sharing your information: We do not share your information with third parties.

- **Lawful basis:** Consent

The reason we use this basis: The BIOPROTA website is the portal for publications relating to the research activities of the organisation. To restrict publication downloads to BIOPROTA members and to occasionally gauge preferences for meeting dates or locations, we ask that interested parties register as members of the BIOPROTA forum.

We process your information in the following ways: We need to collect our members' personal information so that we can manage your relationship with us. We may use our members' personal information to:

- Provide you with member services, including confirmation of membership of BIOPROTA
- Set up a membership account enabling you to manage your membership and communication preferences.
- Organise BIOPROTA meetings.

Data retention period: We will continue to process your information under this basis until you withdraw consent or it is determined your consent no longer exists.

Sharing your information: BIOPROTA may use third party suppliers to provide services. These suppliers may process personal data on our behalf as "processors" and are subject to contractual conditions to only process that personal information under our instructions and protect it.

In the event that we share personal information with external third parties, we only share such information strictly required for the specific purposes and take reasonable steps to ensure recipients shall only process the disclosed personal information in accordance with those purposes.

Third party website management services are currently provided by Pathway Environment Ltd.

If, as determined by us, the lawful basis upon which we process your personal information changes, we will notify you about the change and any new lawful basis to be used if required. We shall stop processing your personal information if the lawful basis used is no longer relevant.

We are exempt from registration in the ICO Data Protection Register because we only store personal data for core business purposes.

Your individual rights

Under the GDPR your rights are as follows. You can read more about [your rights in detail here](#);

- the right to be informed;
- the right of access;
- the right to rectification;
- the right to erasure;
- the right to restrict processing;
- the right to data portability;
- the right to object; and
- the right not to be subject to automated decision-making including profiling.

You also have the right to complain to the ICO [www.ico.org.uk] if you feel there is a problem with the way we are handling your data.

We handle subject access requests in accordance with the GDPR.

Internet cookies

We use cookies on this website to provide you with a better user experience. We do this by placing a small text file on your device / computer hard drive to track how you use the website, to record or log whether you have seen particular messages that we display.

Some cookies are required to enjoy and use the full functionality of this website.

We use a cookie control system which allows you to accept the use of cookies, and control which cookies are saved to your device / computer. Some cookies will be saved for specific time periods, where others may last indefinitely. Your web browser should provide you with the controls to manage and delete cookies from your device, please see your web browser options.

Data security and protection

We ensure the security of any personal information we hold by using secure data storage technologies and precise procedures in how we store, access and manage that information. Our methods meet the GDPR compliance requirement.

Sponsored links, marketing and subscriptions

Our website does not contain adverts, sponsored or affiliate links on any pages. We do not use marketing mailing lists or newsletters.

If you have any queries or concerns about this Privacy Policy, please get in touch with RadEcol Consulting (karen@radecol.co.uk).