

Data Protection Policy

The British Copyright Council (“BCC”) is committed to the lawful and correct treatment of personal data. Accordingly, we fully endorse and adhere to the principles of data protection, as set out in General Data Protection Regulation 2016 (“GDPR”) and other relevant privacy legislation.

Specifically, personal information shall be:

- (a) processed lawfully, fairly and in a transparent manner,
- (b) collected for specified, explicit and legitimate purposes,
- (c) adequate, relevant and limited to what is necessary,
- (d) accurate and where necessary kept up to date,
- (e) kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which those data are processed, and
- (f) processed in a manner that ensures appropriate security of the personal data.

This policy applies to all personal information collected and/or processed by the BCC. Our personnel, including directors and contractors, who have access to personal data agree to handle that data in full accordance with the principles set out in this policy and in line with data protection laws.

Personal information we may collect from you

The BCC collects and uses personal data primarily to conduct dealings with its members, professional stakeholders, independent contractors, suppliers and, on occasion, with the general public. The type of personal data we collect includes: names and contact details of members and those who support or are interested in our work; financial information relating to contractors and suppliers (eg bank account details); details of participants in BCC courses and events; biographical information about speakers at our events and information that is submitted to us by members of the public.

How we use personal information

The BCC uses personal information you submit in the following ways:

- to administer membership and the general business of the BCC
- to correspond (by email, phone, text or post) with our members, eg to provide or exchange information;
- to liaise with professional stakeholders, such as academics, policy experts, peer organisations and legislative bodies;
- to fulfil our obligations arising from any contracts between the BCC and contractors or suppliers;
- to deal with enquiries and requests from members of the public;
- to organise events
- to maintain information as a reference tool or general resource;
- to produce anonymised data for research and strategic development purposes

We will only use personal data for the reason it was originally collected and in ways you would expect. We never sell any personal data nor do we share it with third parties unless we have your prior permission or are required by law to do so. We will not retain personal data longer than necessary for the purpose for which it was collected, except where a retention period is required by law.

Storage of personal data

Personal data contained in electronic files is stored and transmitted securely using high-grade encryption designed to ensure that no outside sources can read the data contained within the files. All file transfers through the system are likewise encrypted.

People who email us

Where enquiries are submitted to us from members of the public, we will only use the information supplied to us to deal with the enquiry. We will keep personal information contained in such emails and letters in line with our retention policy. This means that information relating to an enquiry will be held for only as long as necessary to deal with the enquiry and in any event longer than one year; such information will be retained in a secure environment and not shared with third parties without the sender's permission. We occasionally compile statistics for internal BCC purposes on the number and type of contacts we receive, but not in a form that identifies anyone personally or contains details of the enquiry beyond the general subject matter.

If you are aged 16 or under, please get your parent/guardian's permission before you send us any personal information, otherwise we cannot accept such information and will take steps to remove it from our records.

Legal basis for processing data

Under the GDPR, there are a number of legal grounds on which personal data can be used, or "processed". One of these is called "legitimate interests", and this is the basis on which BCC processes most personal data. An exception is where the legal basis is the fulfilment of a contract or where a particular use of personal information expressly relies on consent (eg, the distribution of our weekly e-newsletter, see below).

Legitimate interests:

The British Copyright Council is a membership organisation founded to protect and promote the principles of copyright and to encourage a greater understanding of copyright in the UK and around the world. We do this by monitoring changes in law, social practices and technology that may affect copyright and related rights, consulting with our members and working closely with the British Government and international groups on current issues and policies.

When you provide personal information to us, we use it to support the objectives described above and to manage the affairs of the BCC. We believe this processing is in our legitimate interests and is necessary (a) for the administration of the BCC and its membership; and/or (b) to fulfil our function as a consultative body; and/or (c) to manage our relationships with other organisations and individuals.

We also believe that members, as well as others whom we consult and those who consult us, have a legitimate interest in the processing of their personal data as described above, because it supports their membership and/or adds value to their own organisation, work or activities.

Where we use your personal data for the BCC's legitimate interests, we will carefully consider any potential impact such use may have on your own interests, rights and freedoms. If we believe your interests override our legitimate interests then we won't use your personal data on this basis and may seek your specific consent. You are likewise entitled to ask us to stop processing your personal data if you believe that doing so negatively impacts your own interests or that our legitimate interests are not valid.

E-Newsletter

We use a third-party provider, Mail Chimp, to deliver the BCC's weekly newsletter. Our legal basis for this communication is based on consent and recipients are provided at all times with the opportunity to opt-out. The MailChimp platform enables us to view statistics around Newsletter opening and clicks using industry standard technologies. We view this information to help us monitor and improve the service but do not store it in a way that identifies users personally. For more information, please see MailChimp's privacy policy [here](#).

British Copyright Council

BCC website

The BCC's privacy policy in respect of visitors to its website is set out separately and is publicly available on the website. A copy is provided here at Annex 1.

Individuals applying for/participating in the annual WIPO-BCC advanced training course on copyright and related rights

The British Copyright Council may collect and/or process personal data from applications for the annual WIPO-BCC Advanced Training Course on Copyright and Related Rights, as jointly organised with the Academy of the World Intellectual Property Organisation. All personal information held by the BCC will be stored and transmitted securely using high-grade encryption and will be used only in connection with the application process and the ongoing administration and management of the training course. It will not be shared with third parties, beyond those organisations involved in arranging the course and, where relevant, in connection with assisting candidates with visa applications. Personal information will be retained no longer than necessary for the purpose for which it was collected, except where we seek consent to retain contact details for the purpose of continued communication with course participants. Individuals who consent to remain on the BCC database after the course has ended will have the opportunity to opt-out at any time.

Where we publish personal information about training course participants on our website and/or in printed material, we do so on the basis of the individual's prior consent.

The WIPO Academy has its own privacy policy which can be read [here](#).

Data Breaches

In the event of any breach of BCC systems affecting the security of an individual's personal data, we undertake to inform the individual(s) concerned at the earliest opportunity, explaining the nature of the breach and the actions being taken to remedy the situation in line with BCC procedures and the law.

Access to personal information

Individuals can find out if we hold any personal information by making a "subject access request" under the General Data Protection Regulation. An administration fee of £15 will be payable. To make a request to the BCC for any personal information we may hold about you, please write to:

The Data Controller
British Copyright Council
2 Pancras Square
London N1C 4AG

Or email secretary@britishcopyright.org with "subject access request" in the subject field.

Your rights

Under the General Data Protection Regulation 2016, you have rights as an individual which you can exercise in relation to the information we hold about you. You can read more about these rights on the website of the Information Commissioner's Office [here](#).

Changes to this Data Protection Policy

The BCC keeps its Data Protection Policy under regular review. It was last updated on 24 May 2018

Annex 1

British Copyright Council — Website Privacy Policy

This privacy policy applies between users of the British Copyright Council (BCC) website and the BCC, which owns and provides the website. It does not extend to any other website that can be accessed from the BCC website. For the purposes of the General Data Protection Regulation (GDPR), the data controller is the British Copyright Council.

Cookies

A cookie is a small file that is placed on your computer's hard drive when you visit a website. There are different types of cookies, for example some collect behavioural information to understand how visitors are using the site and to remember someone has visited the site before.

The BCC website uses only one type of cookie, which is necessary strictly for your smooth interaction with the site, e.g. to ensure pages load quickly and effectively. This cookie does not collect behavioural information or capture any personal details about you, and it expires at the end of your session.

Most web browsers automatically accept cookies but you can usually modify your browser settings to decline cookies if you prefer. In the case of the BCC website, refusing the cookie may mean some or all parts of the site do not operate efficiently.

A number of websites provide detailed information on cookies, such as AboutCookies.org and AllAboutCookies.org.

Links to other websites

We provide links to other websites only for your convenience in finding further information. We do not control these websites and are not responsible for their content or their privacy policies.

Changes to this privacy policy

The British Copyright Council reserves the right to change this policy from time to time as deemed necessary or to comply with the law. Any changes will be posted on the website.

If you have any questions about this policy, please contact the British Copyright Council secretariat at secretary@britishcopyright.org or telephone +44 (0)20 3290 1444.

Further information regarding the GDPR can be found on the website of the Information Commissioner's Office at <http://www.ico.gov.uk/>.