PRIVACY NOTICE

INTRODUCTION

The British Copyright Council (BCC) takes your privacy very seriously. This Privacy Notice contains information about how we may collect and use your Personal Data, and about your data protection rights. For the purposes of the UK General Data Protection Regulation (GDPR), this Privacy Notice and all data processing matters, the data controller is the British Copyright Council and the BCC is registered as such with the Information Commission.

This Notice applies to all Personal Data collected and/or processed by the BCC. Our personnel, including contractors, who have access to Personal Data agree to handle that data in full accordance with this Notice.

Throughout this Notice, "Personal Data" means data relating to a living individual who can be identified from that data.

The BCC's Data Protection Policy works in tandem with this Notice.

ABOUT THIS NOTICE

This Privacy Notice applies primarily to the BCC's dealings with:

- Member representatives, i.e. individual representatives of BCC member organisations;
- Applicants for the WIPO-IPO-BCC Advanced Certificate Training on Copyright and Related Rights (and any successor courses);
- Consultants and other service-providers working for the BCC;
- Stakeholders and members of the public emailing the BCC; and
- All users of the BCC website.

The BCC operates this Privacy Notice in accordance with the applicable provisions of the GDPR and the Data Protection Act 2018 (together, Data Protection Laws). We reserve the right to update this Privacy Notice from time to time, so please check for changes or updates.

If you have any queries about this privacy notice, you can write to the BCC at its registered address (1st Floor, Goldings House, 2 Hays Lane, London, SE1 2HB, United Kingdom) or email eamail@britishcopyright.org. Please clearly state your query as being a data protection query, to help us deal with your query more effectively.

WHEN AND WHY WE COLLECT YOUR PERSONAL DATA

Member representatives

We may collect Personal Data from you in the course of (and for the purposes of):

- Processing an application from your organisation to become a BCC member;
- Providing your organisation with the benefits of BCC membership (updates, newsletters, information exchange, meetings, other events etc);
- Producing anonymised data for internal research and strategic development

purposes;
- Managing your organisation's membership subscription; and
- Dealing with any membership-related queries from your organisation.

This may include obtaining personal information about you from third parties, such as where:
- Another representative of your organisation requests that you be added to a mailing list or invited to a meeting.

The types of Personal Data collected by us may include:
- Name and address;
- Contact details including email address and telephone number(s); and
- Video recordings of Microsoft Teams or Zoom meetings you have attended.

Applicants and delegates for WIPO-IPO-BCC courses
We may collect personal data from you in the course of (and for the purposes of):
- Processing your application to participate in the course;
- Supporting you in obtaining the legal paperwork to support your course attendance;
- Keeping you updated and securing your feedback prior to, during and following your participation in the course; and
- Maintaining contact with you following the course.

This may include obtaining personal information about you from third parties, such as the WIPO Academy.

The types of personal data collected by us may include:
- Name and address;
- Contact details including email address and telephone number(s);
- Passport details including age, place of birth, nationality; and
- Video recordings of Microsoft Teams or Zoom meetings attended in connection with the course.

Where we publish personal information about 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 is bound by the WIPO Data Privacy Policy.

Consultants & other service providers
We may collect Personal Data from you in the course of (and for the purposes of):
- Processing an application for work with the BCC;
- Contracting your services and the maintenance of that contract;
- Making payments to you for work undertaken and any associated expenses;
- The day-today running of the BCC; and
- Running WIPO-IPO-BCC courses.

This may include obtaining personal information about you from third parties, such as where:
- You are recommended to the BCC by someone outside of the organisation.

The types of Personal Data collected by us may include:
- Name and address;
- Contact details including email address and telephone number(s);

- Financial details; and
- Video recordings of Microsoft Teams or Zoom meetings you have attended.

Stakeholders & members of the public contacting the BCC
We may collect Personal Data from you in the course of (and for the purposes of):

- Responding to requests for information and other emails;
- Organising meetings and other events; and
- Producing anonymised data for internal research and strategic development purposes.

The types of Personal Data collected by us may include:

- Name and address;
- Contact details including email address and telephone number(s); and
- Video recordings of Microsoft Teams or Zoom any meetings attended.

Website users
We do not collect any Personal Data from users of the BCC website. For the avoidance of any doubt, this Notice does not extend to any other website that can be accessed via the BCC website.

For information about how we use cookies please see our Cookie Policy below.

LAWFUL BASIS FOR PROCESSING YOUR PERSONAL DATA

We will only use your Personal Data where we have a lawful basis for doing so under the Data Protection Laws. This will usually be one or more of the following:

- Contract
- Legal obligation
- Legitimate interest
- Recognised legitimate interest
- Consent

Contract
We may use your Personal Data where it is necessary to fulfil a contract with you, or if you ask us to do something before entering into a contract with you.

This mainly applies to BCC member representatives, consultants and other service providers and includes our use of Personal Data for the purposes described above in the "**Member representatives**" and "**Consultants & service providers**" sections of "**When and why we collect your personal data**".

Legal obligation
We may use your Personal Data where it is necessary to comply with a legal obligation.

This may include compliance with company law, contract law, or the Data Protection Laws, or the direction or order of any court, tribunal, law enforcement authority or government agency.

Legitimate interest

We may use your Personal Data where it is necessary to achieve a legitimate interest (having taken account of your interests, rights and freedoms).

The BCC's legitimate interests include:

- Membership processing;
- The delivery of member services;
- Undertaking corporate governance activities, including general meetings;
- Carrying out member satisfaction surveys and other research in order to monitor and improve our services;
- The delivery of WIPO-IPO-BCC courses and other events;
- Providing information about the BCC;
- Keeping our records up to date and verifying the accuracy of the information we hold;
- Responding to queries and complaints;
- Complying with our financial, legal and regulatory obligations, enforcing our contractual or other legal rights, and defending any legal claims against us;
- Taking appropriate steps to protect your personal data from accidental loss, destruction or damage, or unauthorised or unlawful access; and
- Prevention of theft, fraud or other criminal acts.

Recognised legitimate interest

We may use your Personal Data when it is necessary to do so for the purposes of recognised legitimate interests. These instances may include:

- Processing for the purposes of making a disclosure of personal data to another person in response to a request from the other person;
- Processing for the purposes of safeguarding national, public security and defence;
- Processing for the purposes of responding to an emergency;
- Processing for the purposes of detecting, investigating or preventing a crime; and
- Processing for the purposes of safeguarding a vulnerable individual.

Consent

We secure your consent for optional communications such as updates and newsletters. You may opt out of these emails at any point by emailing eamail@britishcopyright.org.

The BCC uses a third-party provider, MailChimp (owned and operated by Intuit), to deliver the BCC's e-newsletter. Recipients are provided at all times with the opportunity to opt-out.

The MailChimp platform enables us to view statistics relating to 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 the Intuit Global Privacy Statement here.

SHARING AND TRANSFERRING YOUR PERSONAL DATA

Personal Data is never sold or shared with third parties for marketing purposes, but the BCC may share your Personal Data:

In connection with the purposes described above in the "**Member representatives**" section of "**When and why we collect your personal data**", the BCC may share limited personal data:

- With other member representatives, consultants and service providers working for the

organisation in the course of convening meetings and providing other member services.

In connection with the purposes described above in the "**Applicants and delegates for WIPO-IPO-BCC courses"** section of "**When and why we collect your personal data**", the BCC may share limited personal data:

- With other delegates and BCC members, consultants, funders and service providers in advance of, during and following the delivery of WPO-IPO-BCC courses

In connection with the purposes described above in the "**Consultants and other service providers**" section of "**When and why we collect your personal data**", the BCC may share limited personal data:

- With member representatives and other consultants and service providers in the course of convening meetings and providing other member services

Generally, we may share your Personal Data:

- With third party service providers, agents, subcontractors and other organisations for the purposes of providing services to the BCC (including providers of legal or financial services, or providers of IT services such as cloud, hosting and email services), or providing services to you on our behalf;
- With relevant third parties when required by applicable law ; and
- With relevant third parties in order to investigate, prevent, or take action regarding suspected fraud or other criminal/illegal/improper activities, or potential threats to the rights, property or safety of BCC and those it contracts to provide services to the organisation.

When we voluntarily share Personal Data with third parties, we only provide the information they reasonably require in relation to the purpose for which we are sharing it, and place obligations on those third parties such as requiring them to keep your Personal Data secure and only to use it in accordance with our agreement with them.

Transferring your personal data outside the EEA

In the course of using or sharing your Personal Data in accordance with this Privacy Notice, the BCC may transfer your Personal Data to locations outside the European Economic Area (EEA), for example when it is shared with other delegates for WIPO-IPO-BCC courses and others involved in delivery of those courses.

In the instances when we transfer Personal Data outside the EEA, we seek to ensure that it will be protected appropriately eg place obligations on those third parties such as requiring them to keep your personal data secure and only to use it in accordance with our agreement with them.

Keeping your personal data

We will not keep your Personal Data for longer than is necessary, bearing in mind the purposes for which we collect and use it (as described in this Privacy Notice).

In determining how long it is necessary to keep your Personal Data, we have regard to criteria including the following:

- The nature of your relationship with us;
- The nature of BCC's role as a membership organisation and its obligations to members;

- The BCC's legitimate interests in relation to data processing; and
- The length of time we reasonably need to retain documents and other information (which may include Personal Data) for archival, legal, financial or regulatory reasons.

Your rights in respect of your Personal Data
Under the Data Protection Laws, where we collect, process and keep your Personal Data, you have various rights in respect of that data. These are summarised below.

Please note that most of these rights are not absolute; they only apply in certain circumstances and are subject to certain limitations. For example, some of these rights will not apply because of the lawful basis upon which BCC is processing the data. Also, data controllers are not obliged to comply with manifestly unfounded or excessive requests.

If you notify us that you wish to exercise any of these rights against the BCC, we will inform you if we consider that it is a case where the rights do not apply or if any limitations are applicable.

Your rights are:
- The right to request a free copy of the Personal Data that we hold about you;
- The right to have corrections made to any Personal Data we hold about you;
- The right to have certain Personal Data erased (where legally permissible);
- The right to restrict our processing of your Personal Data;
- The right to request that we transfer, either to you or to another data controller, a digital data file comprising a copy of the Personal Data you have provided to us;
- The right to object to us processing your Personal Data for direct marketing (which is an absolute right) or where our processing is based on a legitimate interest (in which case we may continue to process it if our legitimate interest outweighs the objection).

Related requests should be directed to the data protection lead: eamail@britishcopyright.org

Individuals can find out if the BCC holds any Personal Data by making a "subject access request" under the GDPR. 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, 1st Floor, Goldings House, 2 Hays Lane, London, SE1 2HB, United Kingdom.

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

OTHER IMPORTANT INFORMATION

Security measures
The BCC has security measures in place to protect against accidental loss, destruction or damage, or unlawful or unauthorised use, of your Personal Data.

However, no computer system or information can ever be fully protected against every possible risk and it is not possible to guarantee the security or integrity of Personal Data when you send or transmit it to us (such as via email or over the internet).

Complaints
We are committed to working in accordance with data protection law but may not always get things right, so we need you to tell us if something has gone wrong. If you have any concerns or

complaints regarding the treatment of your Personal Data by the BCC, please let us know by emailing eamail@britishcopyright.org, confirming your name, contact details and information about the nature of your complaint.

We will acknowledge your complaint within 30 days of receiving it.

We will then take reasonable steps to verify your identity. This may involve requesting further information or documentation from you. If the complaint is being made on behalf of someone else, we will still need to check that you are properly authorised to make the complaint.

If, after having requested additional information, we are not in a position to identify you or we are not satisfied that you have proper authority to make the complaint, we may be unable to deal with it.

We will take appropriate steps to respond to your complaint and will notify you of the outcome of your complaint (including, where appropriate, any action we have taken as a result) without undue delay. We will make enquiries into the subject matter of your complaint, to the extent appropriate and will keep you updated on the progress of your complaint.

However, if you ultimately remain concerned, you have the right to complain to the Information Commission, as the UK's data protection regulator. Please see www.ico.org.uk for more information.

Video recordings
The BCC records member meetings and other events held online in full or part, purely for the purposes of preparing minutes of those meetings. Two platforms are used:
Zoom – whose privacy policy can be found here
Microsoft Teams - – whose privacy policy can be found here

DATE: 15 April 2026 (revised to reflect requirements of Data (Use & Access) Act 2025 on 21.10.26)
DATE OF NEXT REVIEW: April 2027

COOKIE POLICY

INTRODUCTION

A cookie is a small file that is placed on your device when you visit a website. There are different types of cookies and they are widely used for purposes such as making a website work more effectively or providing information to a website operator about how its website is being used.

BCC USE OF COOKIES

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 support the collection of 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:
https://www.aboutcookies.org/
https://www.aboutcookies.org/

CHANGES TO THIS POLICY

The BCC 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 at eamail@britishcopyright.org.

DATE: 15 April 2026
DATE OF NEXT REVIEW: April 2027