

Privacy Policy

The British Grassland Society (BGS) respects the privacy of our members, supporters and visitors to the website. We take our responsibilities regarding your personal data seriously. This policy explains how we collect, manage, use and protect your personal data.

Who we are

References to “BGS”, “us” and “we” in this document refer to the British Grassland Society, registered charity no. 261800. Established in 1945, BGS serves to promote the sustainable production and utilisation of grass and forage through the provision of knowledge and new information.

What personal data do we collect – and why?

We collect:

- Name;
- Address;
- Your email address (where provided);
- Telephone/mobile number (where provided);
- We will also process personal data provided by you to facilitate online payment for your membership subscription or other paid services such as event or book purchases. This is done through links to a secure third-party payment portal (currently PayPal).

We use the data to provide the range of membership services and products, such as the BGS magazine, access to the journal Grass and Forage Science, the e-newsletter, information about events and to process purchases such as books and event bookings.

Sometimes we need to collect other information about you such as your date of birth and health details. We will be clear about our reason for collecting such information and we would only do so with your specific consent and permission.

Secure servers and firewalls are used to protect personal data in our system.

Our website employs cookies. A cookie is a small text file that our Web Server places on a user's computer hard drive to be a unique identifier, enabling BGS to track usage patterns and deliver customized content to users. Our cookies have an expiration date. Our cookies do not collect personally identifiable information.

Website usage statistics are collected by a third party (our web host) to enable us to review and improve our website. They do not collect personally identifiable information. The information we collect is not used to create customer profiles based on browsing or purchasing history.

What is the legal basis for collecting this data?

Most data processing carried out by or for BGS is to fulfil a contract, whether membership services or purchases of goods or services. To deliver these services and meet its obligations, BGS must hold and process your personal data.

In limited circumstances, data processing will be required for a legitimate interest. Examples of this may include using date of birth where required for travel or to determine membership category, or health information to ensure your safety during BGS events, such as special dietary requirements.

Data sharing

We do not share your data with third parties for marketing, market research or commercial purposes.

We do share your personal information where we have a contractual requirement to do so to fulfil a service, or a legal obligation. Examples of fulfilling a contractual requirement include but are not limited to: provision of an address list to a mail fulfilment company for mailing of the BGS magazine; provision of names and emails to the journal publisher to allow member access.

The BGS website provides links to other websites. When you click on links to other websites, we recommend that you read their privacy policies to understand what will happen with your data.

If our policy on information collection or uses changes, we will update this page within seven days.

Data retention

We hold your personal data only for as long as it is required to allow us to fulfil our obligations to you or for legal reasons (eg accounting records, tax). Membership records will be deleted from the database on cessation of membership, although a record of your contact details will be retained for up to five years in case we need to contact you (eg in case of payment queries such as continued standing orders).

You have the right to ask for your personal information to be removed from our records (the right to be forgotten). If we cannot do this, we will inform you as to the reason why (eg regulatory reasons).

Your rights, your data

New data protection laws introduced in May 2018 give you important rights over your data.

We seek to maintain the accuracy of the data we hold by reviewing memberships annually. Our electronic communications include an option to update your preferences, including unsubscribing from the newsletter. All of our written communications and website have our contact details. You have the right to change how you hear from us or withdraw permission to process your data at any time.

You may ask to see the data we hold about you at any time; we will respond within one calendar month or less. The *right to be informed* means there must be transparency over how we use your personal data and we must amend or update the information we hold about you if it is incorrect (*right to rectification*). You may obtain and reuse your data for personal purposes at any time (*right to data portability*). Further information about data rights can be found on the Information Commissioner's Office website <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr>

Contacting us

For any information about our privacy policy, the data we hold about you or to find out more about your rights, or if you wish to make a complaint about how we have handled your personal data please contact us at the BGS office:

British Grassland Society
Log Cabin 13b, Dunston Business Village
Stafford Road, Dunston,
Staffordshire ST18 9AB

Telephone 01785 450284; email bgsoffice@britishgrassland.com