

## British Association for International and Comparative Education Privacy Notice

### Our contact details

Name: Nozomi Sakata

E-mail: [supportofficer@baice.ac.uk](mailto:supportofficer@baice.ac.uk)

### What type of information we have

We currently collect and process personal identifiers, contacts and characteristics (for example, name, contact details and bank details).

### How we get the information and why we have it

Most of the personal information we process is provided to us directly by you for one or more of the following reasons:

- to provide membership services;
- to evaluate funding applications;
- to process payment of expenses of individuals and grants to individuals;
- to organise conferences, workshops and seminars; and
- to process payments to institutions running conferences other events funded by BAICE.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information is **public task**.

We may share your information with: BAICE conference organisers at different UK universities; UKFIET conference organisers; and institutions organising workshops and seminars which are funded by BAICE.

### How we store your information

Your information is securely stored in password-protected computer folders and emails of the BAICE executive committee members.

We keep your personal data:

- for 2 years post announcement of grant and fellowship applications for grant and fellowship management purposes.
- for up to 3 years post announcement of grant and fellowship applications for financial management purposes.
- for 3 years post membership expiry date for membership management purposes.

After the above years have passed, the Support Officer will remind the appropriate executive committee members to dispose your information by deleting the data in personal computers and emails.

### Your data protection rights

Under data protection law, you have rights including:

- **Your right of access** - You have the right to ask us for copies of your personal information.

**President 2020-2021:** Professor Paul Morris, IoE, UCL

**Chair:** Dr Tejendra Pherali, IoE, UCL

**Vice-Chair:** Dr Alison Buckler, The Open University

**Secretary:** Jennifer Jomafuvwe Agbaire, University of Sussex

**Treasurer:** Professor Ricardo Sabates, University of Cambridge

**Membership Secretary:** Dr Jingyi Li, University of Edinburgh

- **Your right to rectification** - You have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- **Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.
- **Your right to restriction of processing** - You have the right to ask us to restrict the processing of your information in certain circumstances.
- **Your right to object to processing** - You have the right to object to the processing of your personal data in certain circumstances.
- **Your right to data portability** - You have the right to ask that we transfer the information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you. Please contact us at [supportofficer@baice.ac.uk](mailto:supportofficer@baice.ac.uk) if you wish to make a request.

### **How to complain**

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113