

# EASE Privacy Notice

EASE is committed to protecting your privacy and ensuring that any personal data you provide to us is safe and complies with UK data protection legislation. Personal data is any information about you by which you can be identified or be identifiable.

This privacy notice describes what data EASE collects from you, how we use it, when we share it with others, and how we keep it secure. This notice also explains your rights in relation to your personal data, and what to do if you have any concerns about how we process it.

## 1. Who we are

The European Association of Science Editors (EASE) is a Limited Company registered in England, No. [4049507](#).

Our mission is to improve the global standard and quality of science editing by promoting the value of science editors and supporting professional development, research, and collaboration.

EASE is the data controller in respect of your personal data. This means we decide what data to collect and how it should be used. Further details on the purposes we collect your personal data for is included in this privacy notice, as well as how we safeguard your privacy.

## 2. Our contact details

You may contact EASE care of the EASE Secretary, The Brambles, Ryton Road, Dymock, Gloucestershire, GL18 2DG, UK. E-mail: [secretary@ease.org.uk](mailto:secretary@ease.org.uk).

## 3. How we collect personal data

We collect personal data when you interact with EASE, for example when you:

- apply for membership and pay your subscription
- register for or attend an event, training course, or social occasion (in-person or online)
- subscribe to our newsletter or mailing list
- download publications or resources from our website
- participate in our Forums
- participate in our communities, committees, and working groups
- participate in surveys or provide feedback.

We will only collect such data as we need for the purpose stated. We will make clear at the point of collection and whether the information we are asking for is mandatory or optional.

We will only process your personal data for the purposes for which we collect it and for another purpose if this could be reasonably assumed to be compatible with the original purpose, or where you give your consent.

When you access our websites or our social media platforms, we automatically collect information via Google Analytics about how you use our websites, including the pages you visit, as well as technical data such as which browser you use.

#### 4. What personal data we collect

We may collect, use, store, and transfer different kinds of personal data about you.

**Identity data** includes full name, username, title, photos, audio or video

**Contact data** includes email address, telephone number, billing address, location

**Professional data** includes job role, CV, organisation

**Profile data** includes username and password, and feedback where you provide your name or email, for example

**Transaction data** includes invoices and payments

**Usage data** includes information on what resources and services are accessed, such as website guidance or event attendance

**Technical data** includes details about the browsers, operating systems, and devices that people use when accessing our website

**Marketing and communications data** includes any marketing or communications preferences.

## 5. How we use your information

It is most often when:

it is necessary for the **performance of a contract**

- for example, when you become a member or register for an event
- you have given permission (consent) for example, when signing up to receive our newsletter or join our mailing list

it is in our **legitimate interests** as an organisation, which we balance against your individual rights. This includes:

- communicating with you regarding your membership
- communicating with named individuals in membership applications
- communicating with you in relation to queries or financial transactions
- in compliance with law

where we have a **legal obligation** to keep your personal data, e.g., for accounting purposes.

## 6. How we share your personal data

We may share your data with other organisations that provide services on our behalf (service providers), for example:

- Website hosting and infrastructure services providers
- Marketing and engagement service providers, such as Mailchimp
- Insights and analytics service providers, such as Google Analytics
- Form software service providers, ProProfs and SurveyMonkey.

### Event attendees

Whenever we share information with third-party organisations for event administration purposes, we will always tell you about this before you register. For example, a venue for an in-person event or an online platform such as Zoom. We will always refer you to their privacy policies, which will detail how they will process your data.

For online events where you do not wish to disclose your identity to other attendees, we recommend that you familiarise yourself with the platform and their privacy notice, to understand how you can best support the level of privacy you require. This could include, for example, only showing your first name or switching off your camera.

## **Photos**

When we take group photos at events, online or in-person, for use in our materials, we will:

- Always notify you of this in advance
- Ask for your consent to use your photo(s) on our website, social media channels, or any other EASE channel
- Enable you to request not to be photographed/videoed by email.

## **Video and audio recordings of events**

We record online and in-person events for later publication on our website or social media channels, for members and/or non-members.

We will always notify you in advance if an event, or part of an event, will be recorded, and remind you again before the recording commences. You may then choose to switch off your camera and/or audio.

## **Event speakers**

We have a custom consent form for event speakers. This form records whether you have, or have not, given consent for EASE to use your images, video/audio, and presentations, on the EASE website, social media, and other channels or materials.

## **Email newsletters**

EASE uses Mailchimp to communicate with members and non-members. You may unsubscribe at any time.

## **If required by law**

In exceptional circumstances we may be legally required to share your personal data, for example, to respond to requests from law enforcement services or the government for the purposes of prevention of crime, or in connection with legal proceedings.

## 7. How we keep your data secure

Your personal data will be held and processed securely on our systems. We have implemented appropriate technical and organisational controls to protect your personal data against unauthorised processing and accidental loss. Access to your data is limited to individuals who need it. This may include members of EASE staff, EASE Council Members, and the leadership of our Regional Chapters. We take steps to ensure that everyone who delivers services on behalf of EASE is aware of their data security obligations.

When we contract a third party to deliver a service, we ensure that a relevant contract is in place that specifies their legal responsibilities and liabilities. This ensures the security, lawful processing, and confidentiality of any personal data shared with them. It also ensures that they only process personal data for the specified purposes.

## 8. How long we keep your information

We will retain your personal data only for as long as necessary. The length of time will vary depending on the purpose we have collected it, any legal obligations we have (for example, for accounting purposes), the nature of any contracts we have with you, and our legitimate interests.

## 9. Social media

We use social media platforms such as Twitter/X, Facebook, LinkedIn, and Mastodon to post news about our services, and topics related to these, and may reply to comments and questions you post there. We receive aggregate analytics data of activity on our posts. This data does not include personal information, but tells us how many people interacted with our posts. However, we can directly identify the profile of anyone who directly engages with EASE on social media. We recommend that you review the privacy policies of these social media platforms.

## 10. Your rights

Under UK data protection legislation, you have a number of rights:

The right to be informed

- We must inform you how we will use your personal data, which we do through this privacy notice.

The right of access

- You have the right to request access to a copy of your personal data that we hold, and we must respond to your request within one month.

#### The right to erasure

- You have the right to request that we delete your data. We will delete your data unless we have a legal reason or legitimate interests for keeping it.

#### The right to object

- You have the right to object to direct marketing from us, or to any processing of your personal data where our lawful basis is legitimate interest.

#### The right to restrict processing

- You have the right to request us to stop processing your personal data if the processing is causing you damage or distress.

#### The right to rectification

- You have the right to ask us to correct personal data about you if it is inaccurate.

The rights you have depend on the lawful basis for processing. This means that the rights above do not always apply. However, where we use your information for a specific purpose based on consent, you can withdraw that consent at any time.

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.

[Your Data Matters](#) is a useful resource from the ICO (Information Commissioner's Office), which provides more information about your rights.

#### Contact us

If you would like to contact us about the use of your personal data, to exercise your rights as described above, or if you have any concerns or questions about our use of your personal data, please email [secretary@ease.org.uk](mailto:secretary@ease.org.uk).

#### Your right to complain

If we are unable to resolve your complaint, or you believe that we have breached your data protection rights, you have the right to complain to the [Information Commissioner's Office](#) about how we have used your data.

## 11. Changes to this notice

We will update this privacy notice periodically as required. Please note carefully the 'last updated' date as any changes will apply immediately. We recommend that you review this notice regularly.

Last updated: 12 October 2023