

The Society recognises its responsibilities under General Data Protection Regulation ([GDPR](#)) and treats personal data sensitively and securely. This Privacy Notice explains how we use the personal information we collect about you. Ordinarily all personal data will be kept solely by the Society's office and in line with its administrator's¹ data processing procedures.

The Philosophy of Education Society of Great Britain is the 'Controller' of the personal data you provide to us and can be contacted at pesgb@sasevents.co.uk. SAS Event Management is the 'Processor' of the personal data you provide to us and can be contacted at registration@sasevents.co.uk.

The Society collects personal data for three reasons: (i) for the purposes of providing a range of member benefits, (ii) for the effective management of its annual and regional conferences, and (iii) in order to pay expenses claimed in respect of activities undertaken on behalf of the Society.

1. Personal Data Collected and Stored

Membership

In respect to membership, the Society will hold the following personal data on individuals:

Name, Address, Email Address, Telephone, University affiliation

The Society may also request but does not store:

Credit or debit card details

The Society requests for monitoring purposes², but not require you to provide:

Ethnicity, gender

Where this information is used for membership subscription, the Society will hold this data for 6 months after the termination of membership. Termination of membership shall occur at the end of the subscription year in which: (i) the member indicates their wish to withdraw from membership, (ii) the membership secretary informs the office that the individual member has not paid their annual subscription, or (iii) the Executive of the Society withdraw membership from the individual (as set out under the Society's constitution).

All members are invited to opt in to a regular information email list. This list is not used for marketing purposes but for official advertising of events relevant to members. All official PESGB communications will be distributed via SAS.

Notification: All members will be informed of this policy when being admitted into membership. The policy will also be publically available in the Society's website (<http://www.philosophy-of->

¹ The Society contracts SAS Events Management as it is administrators, and Wiley's as the publisher of its Journal, associated monograph series and its Impact monograph series.

² The Society has been asked by its membership to monitor memberships and conference attendance in terms of the self-declared categories of gender and ethnicity.

education.org). The Society's Secretary will ensure that all those holding recognised roles within the Society are aware that advertising of events is undertaken via SAS. The Secretary will also issue an annual reminder of this policy to all those holding recognised roles.

Conferences

In respect to conferences, the Society holds the following personal data on individuals:

Name, Address, Email Address, Telephone, University affiliation, specific needs

The Society may also request but does not store:

Credit or debit card details

The Society requests for monitoring purposes, but not require you to provide:

Ethnicity, gender

The Society utilises a direct external payment system for conference payments. Only in cases where a delegate has difficulty processing payment directly will the Society's administrators have access to credit or debit card details. In such cases, the data is not stored but used immediately to effect payment.

Ethnicity and gender information will be anonymised when as soon as possible after it is downloaded from the online booking system. The other personal data will be stored until six weeks after the conference to allow for post-conference information to be sent to delegates. It will then be destroyed. In the exceptional circumstances that a delegate has not paid their conference fees, the individual's personal data will be retained until four weeks after this is resolved.

The Name, Address, Email Address, Telephone number and University affiliation may be shared with the Conference Organiser and the Conference Chair in order for them to make decisions on bursaries and any adaptations to the programme necessary for the full engagement of the delegate.

The Name, Address, Email Address, Telephone number, University affiliation and special needs of delegates will be shared with those managing the conference accommodation (New College, Oxford). This is to ensure that accommodation needs are met.

Notification: This policy will be part of the booking terms and conditions of all conferences. It will be highlighted to delegates as part of their booking notification.

Expenses claims

Where individuals regularly need to make expenses claims, they will be invited to leave their bank details on file with the Society. This permission can be withdrawn at any time and the details will be destroyed. This primarily pertains to trustees and Branch Secretaries.

Where individuals are making a single expenses claim, the details will be stored until the payment is confirmed and then the bank details will be destroyed. The Society will retain details of the actual expenses paid for auditing purposes. Details of expenses paid will be kept for the rest of the Society's financial year and for a further seven years. At this time all details will either be anonymised or destroyed.

Notification: The policy will be highlighted as part of the guidance on expenses issued by the Society.

Grants

The Society makes grants in order to pursue scholarly activity. These fall into the categories of 'small grants' and 'large grants'. Alongside details of the activity for which the grant is requested, the Society holds the following personal data on individuals who apply for grants:

Name, Address, Email Address, Telephone Number, University affiliation, student status

The Society also holds references provided by applicants for some large grants. These details are shared with members of finance and general purposes committee and, in the case of large grants, with the large grants committee. The name of grant recipients and the type of grant awarded are usually publically available on the Society's website.

2. Data transfer

Data will normally only be held at the Society's office. Occasionally, the list of members and their addresses needs to be transferred to either the Society's publishers or the membership secretary. All transfers will be electronic and between secure servers. This will usually be from SAS to the university server of the membership secretary, or the publishers' server. All files will be password protected.

The Society will require its administrators, and publishers to maintain secure servers that ensure the security of members' information and which meet its legal obligations.

3. Notification of data breaches

The Society recognises that no data security measures are completely reliable. It requires of its administrators, publishers and membership secretary to inform it of any actual, or suspected, data breach.

This will be considered as a matter of urgency by the Finance and General Purposes Committee, with an expectation that the breach be communicated to members and/or conference delegates.

4. Rights of access and complaints

If at any point you believe the information we process on you is incorrect you may ask for the Society to tell you what data it holds, ask for it to be corrected, or ask for it to be deleted. Where a member asks for their data to be deleted they must recognise that this means the Society will not be able to provide a number of member benefits.

If you wish to raise a complaint on how we have handled your personal data, you can contact the Data Protection Officer who will investigate the matter. If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law you can complain to the supervisory authority in the UK, the [Information Commissioner's Office](https://ico.org.uk) (<https://ico.org.uk>).

Our Data Protection Officer representative, Kim Thurlow can be contacted at kim@sasevents.co.uk.