



British Society of  
Periodontology and  
Implant Dentistry

## Privacy Policy

This privacy policy sets out how the British Society of Periodontology and Implant Dentistry (BSP) uses and protects any personal information that you give to BSP. The Policy informs you, as a member of the BSP, about what information we collect when you join the Society, how we use the information, whether the information is disclosed and the ways in which we protect members' privacy.

We have a separate [Website Privacy Policy](#) which sets out how we use and protect any information that is given to us by members and visitors using our website.

BSP is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website, then you can be assured that it will only be used in accordance with this privacy statement.

BSP may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes. This policy is effective from 1st May 2018.

### **UK General Data Protection Regulation (UK GDPR)**

UK GDPR came into force on 31<sup>st</sup> December 2020 and requires that we provide you with the following information.

#### **Legal basis**

UK GDPR requires us to state the lawful basis for the processing activity that we perform. Membership of the BSP provides an implicit contract between the member and the BSP: the BSP provides membership services for which the member pays a subscription. In addition, the BSP organises educational webinars, events and conferences which members and non-members can attend, and personal information is required to allow the BSP to provide these services.

#### **Data controller**

UK GDPR requires that we provide you with the identity of the 'Data Controller', who determines the purposes and means of processing personal data. For the BSP, the data controller is the Council of the British Society of Periodontology and Implant Dentistry, who can be contacted via the Executive General Manager. See the [Council Members](#) page on the website.

#### **Data processor**

The 'Processor' is responsible for processing personal data on behalf of a controller. For the BSP, this is the Executive General Manager and the Education & Events Manager. See the [Council Members](#) page on the website.

We want you to feel secure when using member services. Below we give an overview of how we do that.

### **What we collect and how long we store this information**

BSP collects information when:

- You are (or join as) a member of the Society. In this case, we collect your name, qualifications, job title, your primary address, your email address, telephone number, bank details (if paying your annual subscription by direct debit) and various pieces of professional information. The information that is stored is always available for a member to alter and update by using their personal login details to access the [Members section](#) of the website. Members also have the option to add some of their personal information to the '[Members Directory](#)' and '[Find a BSP Member](#)' pages of the website.

Personal banking details are deleted within 1 month of a member cancelling their membership. Paper copies of direct debit mandates are deleted 6 months after joining the Society.

- You are booking a place at an educational webinar, event or conference organised by the BSP. In this case we collect your name, address, telephone number and email address.
- You are using a contact form, where we ask for your name, email and/or telephone number. This information is stored briefly while it is converted into an email message which is then sent.
- You visit the website and we use Google Analytics to track your path through the site. This information is aggregated and presented to us in a way that allows us to improve the site, but we cannot identify a particular user. For more information on this please view our Website Privacy Policy.
- For accounting reasons, we will hold your personal information for 8 years after you cease to be a member or after the last event you attended. This also means that CPD information for events you have attended will be available for that period.

### **What we do with the information we gather**

For members, we require the information to understand your needs and provide you with a better service, and in particular for the following reasons:

- Internal record keeping
- To provide you with privileged access to certain parts of the website. For example, to allow you to maintain your membership information and see what information we hold about you.
- To maintain our membership of the EFP.
- To provide you with special member rates for our events. Payments for events are handled by Worldpay, and we do not store any credit/debit card information. The Worldpay forms are preloaded with the information we hold for you to prevent you having to enter it again. The BSP is not responsible for information stored on the Worldpay servers.

- To provide you with full online access to the Journal of Clinical Periodontology (JCP), via the EFP website, without requiring login access or accounts on the Wiley website.
- We may periodically send emails which contain news and information about the Society and its events. We send a monthly emailed newsletter. You can always opt of receiving these emails by updating your membership profile in the [Members section](#) of the website.
- From time to time, the President and/or Honorary Secretary, acting on behalf of the Council of the British Society of Periodontology and Implant Dentistry, may agree to the supply of mailing labels to third parties within the European Economic Area, who wish to circulate information pertaining to dentistry to members of the Society resident within the European Economic Area. These labels are only provided after the information to be circulated has been reviewed by the President and/or Honorary Secretary. The addresses provided are the members' contact addresses as stored on the membership database. An example of this is using a mailing house to distribute our annual subscription letters and Periodical magazine to members.
- When processing subscription payments, we share member names, membership numbers and bank details with a direct debit collection service. Member names and banking details are provided using email to transfer documents which are encrypted with passwords.
- We do not sell the members' information. We will only share it with our authorised Data Processors, who must act at all times on our instructions as the Data Controller under the UK General Data Protection Regulation.  
  
(If you do not wish to receive postal information from third parties, please notify the Executive General Manager as the Data Processor.)
- For members and non-members providing personal information when booking onto an educational webinar, event or conference, we need the information to:
  - a) allow us to process your booking
  - b) notify you in the event of any changes
  - c) provide you with the ability to evaluate the event and obtain a CPD certificate

## **Security**

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

## **Links to other websites**

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control

over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

### **Controlling your personal information**

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so. We may use your personal information to send you promotional information about third parties which we think you may find interesting if you tell us that you wish this to happen.

The BSP is a full member of The European Federation of Periodontology (EFP). As a member, the BSP regularly supplies its membership information to the EFP. This enables BSP members to have online access to the JCP and receive monthly EFP newsletters. Your name and primary contact details are copied automatically to the EFP website database. The BSP website is the 'primary database' so changes in your information on this site will be updated automatically on the EFP site (this is done daily). However, if you update your address and receive the printed JCP, you must also inform the Executive General Manager, Paula Dunn, at [admin@bsperio.org.uk](mailto:admin@bsperio.org.uk), as she will need to notify the publishers of any change of address.

Members can always see and modify the information that BSP holds for them by visiting the [Members section](#) of the website. Alternatively, you can request a copy of the information we hold about you by contacting the Executive General Manager.

(This Policy was last reviewed in January 2023)