

BRISMES Privacy Policy

The British Society for Middle Eastern Studies (BRISMES) is committed to ensuring the privacy and security of the personal data of our members and visitors to the BRISMES website. The personal data we collect, hold and process is carried out under the terms of this Privacy Policy. BRISMES works to ensure protection of privacy by embedding the principles of GDPR (transparency, purpose limitation, data minimisation, accuracy, storage limitation, confidentiality and accountability) in its approach to personal data.

This Privacy Policy applies to information the British Society for Middle Eastern Studies (“we”, “our”, “the Society”) collect about individuals (“you”, “your”, “members”) who interact with our organisation. It explains what personal information we collect and how we use it in order to be able to deliver services which are part of our charitable remit. If you have any comments or questions about this policy, please email administrator@brismes.org.

1. Personal data that we process

The following table explains the types of data we collect and the legal basis, under current data protection legislation, on which this data is processed.

Purpose	Data (key elements)	Basis
Enquiring about BRISMES and its work	Name, email, message	Legitimate interests - it is necessary for us to read and store your message so that we can respond in the way that you would expect.
Subscribing as a member of BRISMES	Name, address, email, telephone number, institutional affiliation, posts held, main field	Legitimate interests – it is necessary for us to store and process your data so that we can provide you with the appropriate membership benefits.
Subscribing to receive copies of the email newsletter	Name, email address	Consent – you have given your active consent.
Subscribing to MideastWire	Name, email address	Consent – you have given your active consent.
Website functionality	Website activity collected through cookies	Legitimate interests – it is necessary for us to store a small amount of information, usually through cookies, to deliver functionality that you would expect when visiting our website.

2. How we use your data

We will only use your data in a manner that is appropriate considering the basis on which that data was collected, as set out above.

For example:

- Replying to enquiries that you send to the Society;
- Sending communications by email relating to your membership, the work of the Society and other material that is relevant to the pursuit of the Society's aims and objectives and that is necessary for your full participation in the activities of the Society. This includes, but is not limited to, information about the annual conference, annual lecture, changes to the Society, voting notices and membership renewal reminders;
- Where you have specifically agreed to this, distribution of the BRISMES email Newsletter and EURAMES Info Service.

3. When we share your data

We will only pass your data to third parties in the following circumstances:

- You have provided your explicit consent for us to pass data to a named third party;
- We are using a third party purely for the purposes of processing data on our behalf and we have in place a data processing agreement with that third party that fulfils our legal obligations in relation to the use of third party data processors;
- We are required by law to share your data.

Specifically:

- Members' names and postal addresses are shared with [Informa UK Ltd](#) trading as Taylor & Francis Group, for distribution of hard copies of the *British Journal of Middle Eastern Studies (BJMES)*;
- Information about payments received from members is shared with Backroom UK Ltd and Azets as part of the Society's legal requirements relating to submitting VAT returns and annual accounts for the Society;
- Members' names and email addresses are shared with our website provider in order to facilitate access to the members' section of the website, which includes online access to *BJMES*;
- If you have opted to receive MideastWire your name and email address will be shared with EURAMES to enable your subscription to MideastWire.

In addition, we will only pass data to third parties outside of the EU where appropriate safeguards are in place as defined by Article 46 of the General Data Protection Regulation.

4. How your data is stored and who can access it

The database containing members' details is stored on a secure server and is regularly accessed only by the Administrator, who uses a password-protected system. An offline copy of the database is stored on a local hard drive which is password protected. Information may also be shared with the Officers (President, Vice-President, Secretary and Treasurer) as necessary for the functioning of the Society. Current members' details may also be shared with the Conference Co-ordinator. Information on student members may be shared with the President/s of the Graduate Section. The BRISMES Newsletter is produced on [Mailchimp](#) and members' email addresses are therefore stored on this system. If membership subscription payments are made via Stripe, some details are stored on the [Stripe](#) website. You can read

the Stripe Privacy policy [here](#). Information on payments received via Stripe or the BRISMES bank account are accessible only by the Administrator and Officers of the Society.

5. How long we keep your data

We take the principles of data minimisation and removal seriously and only ask for the minimum amount of data for the associated purpose and delete that data promptly once it is no longer required. Limited information is kept regarding lapsed or resigned members for up to 10 years and this can be deleted on request.

6. Rights you have over your data

You have a range of rights over your data, which include the following:

- Where data processing is based on consent, you may revoke this consent at any time and we will make it as easy as possible for you to do this (for example by including 'unsubscribe' links at the bottom of the email Newsletter);
- You have the right to ask for rectification and/or deletion of your information;
- You have the right of access to your information;
- You have the right to lodge a complaint with the Information Commissioner if you feel your rights have been infringed.

A full summary of your legal rights over your data can be found on the Information Commissioner's website here: <https://ico.org.uk>

Please get in touch with the Administrator of the Society if you would like to exercise the rights listed above, or any other legal rights you have over your data under current legislation.

Please note that relying on some of these rights, such as the right to deleting your data, will make it impossible for us to continue to deliver some services to you. However, where possible we will always try to allow the maximum access to your rights while continuing to deliver as many services to you as possible.

7. Cookies

A cookie is created at the request of the website a user is viewing. The website requests the web browser to create a small text file with a small amount of information, which it can access whilst you are viewing the website. Cookies are used on websites to provide enhanced functionality or improve the user's experience.

A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us. You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

How to delete cookies

Please be aware that deleting cookies will impact on the functionality of our website

Our site will not use cookies to collect personally identifiable information about you. However, if you wish to restrict or block the cookies which are set by our website, or indeed any other website, you can do this through your browser settings. The Help function within your browser should tell you how. Or you can visit www.aboutcookies.org.uk which contains information on how to remove cookies from all the major browsers.

Cookies used within our website

This is a list of the cookies set by our website, and what each is used for.

laravel_session

Used to authenticate users on the website

XSRF-TOKEN

Used to prevent cross site scripting attacks

8. Modifications

We may modify this Privacy Policy from time to time and will publish the most current version on our website. If a modification meaningfully reduces your rights, we will notify anyone whose personal data we hold and who is affected.

BRISMES, August 2021