



Privacy Policy

First version, January 2018

This Privacy Policy summarizes the key aspects on how Scandinavian-Baltic Society for Parasitology (SBSP) uses and protects personal information.

Personal information is information that makes a person identifiable, e.g. name, email.

SBSP is committed to protecting personal information, respecting privacy, and follows the valid legislation and the guidance available as well as careful consideration in all the activities involving personal information. The first version of Privacy Policy was compiled in early 2018.

Purpose of collection and use of personal information

SBSP collects only the minimal personal information that is necessary for the purposes of its stated objectives.

SBSP collects information of its members to be able to be in contact with them by sending emails with information about decisions made by SBSP board and promotional information about SBSP conferences and other important events of interest for the members.

Aggregated anonymous information (the number of SBSP members, the number of followers of the SBSP Facebook page) can be mentioned on SBSP website or other printed and electronic material, and is provided at General Assembly (GA). The number of members is regularly reported to the European Federation of Parasitologists (EFP).

Personal information collected

The main record of SBSP members is being updated in 2018 to include only name (first name and last name) and email (often to work/study place). These data are submitted by members when joining/renewing, and the electronic system forwards them to the board of SBSP. In addition, members indicate their student vs. not-student status by selecting the membership type. This information is needed to allocate the right membership fee to each member (students have lower fee).

Of the current SBSP board members, name (first name and last name), email, work address/affiliation, phone number (voluntary), and a photo are listed on SBSP website. Additionally, home address (voluntary) is provided in Board Manual for internal use of the board only. Names and countries of the previous board members are provided on SBSP webpage.

Of the Honorary members of SBSP, name (first name, last name), country and photograph are listed on SBSP website. From earlier Honorary members (until 2005) the information listed includes also year of birth and year of death, as well as town. The information of Honorary

members who have passed away is kept listed unless requested to be removed by their next-of-kin.

From SBSP grant applicants (Mobility grant, Undergraduate student grant, Funding of Parasitological Reviews), we collect following personal data: applicant's/hosting person's name (first name and last name), email, academic institution address(es), and signature. These are collected in the application form. If the applicant receives the grant/stipend/funding, we ask bank account information that is necessary to make the payment.

When paying membership fee:

- Paying by invoice, members provide their name, email, and also address (often to work/study place);
- Paying through PayPal system, members provide their name and email, and are then forwarded to the PayPal to pay.

It is possibility to 'like' and 'follow' SBSP's public Facebook-page, to comment the posts, and to post there as visitor. The information SBSP actively collects from FB page and reports at GA include the number of FB-accounts 'liking', 'following' and 'reached'. Moreover, the summary statistics provided by FB may be used (country, language, gender, age group).

Maintenance and management of personal information

Records with more information were used until January 2018. Current and previous board members may have copies of the old files, and anyone may have copies of the name lists previously shown on the SBSP website. The contact information provided by members were mainly to their academic affiliations of that time.

SBSP has never collected sensitive personal information.

Starting early 2018, SBSP has a membership record file that is updated once or twice per year. Using the data in the record, email is sent to each member at the beginning of each year, and few other emails are sent to all members annually. The record of SBSP members is accessible to SBSP board only. It is mainly the Membership Officer who maintains and uses the record and has the responsibility over them. Old versions of the record are kept for reasonable time as backup for the aggregated information SBSP provides to EFP and at GA. The contact details (name, email) are not updated in these old versions and will be removed upon request. Data of those not continuing as members are not included when updating the file, i.e. the list always only has the current active members.

The website provider has access to the log of information forwarded via the online system.

The Vice President coordinates the updating of Board Manual. All board members have a copy of the Board Manual.

The grant applications and reports are circulated to all board members by email.

Personal information about SBSP board members on the SBSP webpage and Board Manual are updated after new board elections. Names and countries of the previous board members are provided on SBSP webpage, unless requested to be removed. Removing will be marked as

“name not shown”. The names mentioned in old board meeting minutes and other documents will not be removed.

Personal information of grant applicants whose applications were not supported are not kept after SBSP board decision about the grants. With permission, name, affiliation and photo of grant receivers can be used for promotional purposes of SBSP.

Personal information provided by members for invoices for membership fees will be stored by SBSP Treasurer for the time period legally required or needed for reporting (GA) and bookkeeping.

Members using FB, Paypal and other external platforms are expected to be familiar with the terms and data policies of the services. The Facebook page administrators are board members and webmaster.

SBSP handles personal information with careful consideration. Personal information is not shared to any third party for marketing or any other purposes. Information will be shared to officials to comply with legal requests.

SBSP implements reasonable measures to protect against unauthorized access to the data it keeps. However, security risks cannot be fully eliminated. In case of a security breach all potentially affected are contacted and a notice is posted on the SBSP website.

Updates to Privacy Policy

The board is responsible for updating this policy. All major Privacy Policy changes will be notified to members either at GA or by email.

Contact

If you have questions about Privacy Policy or the data we keep about you, please contact us: contact@sbsp.eu