

ASBTE Data Management Policy

Data collected, stored and processed by ASBTE is low risk personal, publically available information provided voluntarily by individuals who choose to join the society. The data is stored electronically by a limited number of ASBTE committee members and used exclusively for ASBTE administrative purposes and not passed to any external parties.

The risk of data loss, breach or misuse is very low in terms of likelihood and impact on the individuals.

Why is data collected?

Data is collected for administration of ASBTE membership including keeping track of membership numbers/details, compiling mailing lists, administration of awards and conference organisation.

Whose personal data is processed?

ASBTE members who voluntarily join ASBTE.

What personal data is processed?

Personal data includes each member's: Name, Position, Institution, Address, Email, Career stage, and Years of ASBTE Membership. In most cases this data except 'years of ASBTE Membership' is publically available through the researcher's online profiles (personal or institution-affiliated). This data is provided voluntarily by the individuals joining the society.

When is personal data processed?

Personal data is obtained from the individuals joining ASBTE and passed onto ASBTE Committee members including the Treasurer & Secretary and Executive Officer. The data is used by the Treasurer & Secretary to maintain records of ASBTE members and by the Executive Officer to compile mailing lists for communication with members.

Data is also collected by the committee member responsible for travel awards as part of the award application process and in addition to above data includes the year the applicant obtained their PhD (if applicable) and their justification for applying for the award.

Member names and email addresses will only be shared with Professional Congress Organisers (PCOs) commissioned to organise ASBTE events. ASBTE will ensure that PCOs have appropriate data protection policies in place. The data collected is retained indefinitely to keep a historical record of ASBTE membership due to the fact that certain ASBTE awards are dependent on long-term continuous society membership.

Historical data will be stored on the current Treasurer & Secretary's and Executive Officer's work computers with backup on their institution's information storage system. Going forward, data will be handed over to the newly elected officers each year and previous officers will delete the data they hold.

Each past officer who previously handled ASBTE data will be asked to delete records on their computers after a copy has been obtained by the current Treasurer & Secretary and Executive Officer.

Where is personal data processed?

Electronic records of personal data include: membership statements, spreadsheets created by the society committee to track membership and ASBTE finances and mailing lists created to communicate with the members. The electronic records are stored using computers and cloud storage administered by the Treasurer's and Executive Officer's host institutions.

Other issues

All ASBTE members that joined prior to the General Data Protection Regulation (GDPR) coming into effect were given an opportunity to opt out of their data being stored by ASBTE. All members joining after GDPR came into effect are informed of the GDPR policies.

If an individual chooses to exercise their right for data to be deleted, all their membership information will be deleted from the current ASBTE records.