



PRIVACY POLICY

WHO ARE WE

The **British Institute of Embalmers** was founded in 1927 by a group of 15 Funeral Directors who recognised the need for a separate organisation for the professional embalmer.

The 'Memorandum of Association' lists 19 Objectives for which the Institute was established. Many of these are legal statements concerning the activities in which the Institute may be concerned and, whilst vital for the correct functioning of the Institute, are not directly concerned with embalming itself.

Those, which give the clue to the purpose of the Institute, are as follows:-

- (a) To support and protect the status, character and interests of persons professing or practising the art or science of embalming the dead.
- (b) To promote the efficient tuition of persons seeking to study and practise the said art or science.
- (c) To encourage, by providing lectures and tuition and by testing by examination or otherwise, and by awarding certificates, prizes and distinctions, and by instituting and establishing grants, rewards and other benefactions, the study and practice of improved methods:
 - (i) For preserving and disinfecting bodies of the dead;
 - (ii) For preventing or lessening the danger of such bodies propagating disease;
 - (iii) Of branches of knowledge having relation to the treatment, sanitation and disposal of such bodies.
- (d) To consider all questions affecting the interests of persons engaged in embalming, sanitation, and disposal of the bodies of the dead, and to initiate and watch over, and, if thought desirable, to petition Parliament, or promote deputation's in relation to any to any public measure affecting any matters aforesaid, and to promote improvements in the principles and administration of the law relating to the treatment and disposal of the bodies of the dead."

GDPR PRIVACY POLICY

The British Institute of Embalmers (BIE) takes your privacy seriously.

This Privacy Notice sets out how we use and look after the personal information we collect from you. We are the data controller, responsible for the processing of any personal data you give us. We take reasonable care to keep your information secure and to prevent any unauthorised access to or use of it, and this privacy notice sets out how, why and for how long we will use your personal data, as well as who it is shared with. It also explains your legal rights as a data subject and how to exercise them.

What personal data we hold on you

Personal data means any information about an individual from which that individual can be identified.

We collect, use, store and transfer some personal data of our participants (and/or their employer).

You provide information about yourself when you register with the Institute, and by filling in forms at an event or online, or by corresponding with us by phone, e-mail or otherwise.

The information you give us may include your name, date of birth, address, e-mail address, phone number, gender, and the contact details of a third party in the case of emergency. We may also ask for relevant health information, which is classed as special category personal data, for the purposes of your health, wellbeing, welfare and safeguarding. Where we hold this data it will be with the explicit consent of the participant or, if applicable, the participant's parent or guardian.

Where we need to collect personal data to fulfil Institute responsibilities and you do not provide that data, this may affect our ability to offer you our membership services and benefits.

What data we need from you.

When you apply to become a member, or renew your membership we may ask you for some or all of the following personal information:

Contact details – name, address, email address and phone number.

- Date of birth – to calculate membership eligibility.
- Payment details – bank account number, sort code and card details.
- Participation details – other clubs, License numbers.
- Equality information – sex, gender, disability, ethnic group and religion.
- Safety and emergency details – next of kin, spouse.

If you do not provide us with all the personal information that we need, this may affect our ability to offer you our membership services and benefits.

Why we need your personal data

We will only use personal data for any purpose for which it has been specifically provided.

The reason we need participants' and members' personal data is to be able to run the BIE and arrange events; to administer memberships, and provide the membership services you are signing up to when you register with the Institute. Our lawful basis for processing your personal data is that we have a contractual obligation to you as a participant or member to provide the services you are registering for.

We have set out below, in a table format, a description of all the ways we plan to use your personal data, and which of the legal bases we rely on to do so. We have also identified what our legitimate interests are where appropriate.

Purpose/ Processing Activity	Lawful Basis for processing under Article 6 of the GDPR.
processing membership forms and payments/subs. and student registration	Performance of a contract
Set up an online membership account enabling you to manage your membership and communication preferences.	Performance of a contract
organising meetings, conferences and other Institute events	Performance of a contract
sending out BIE information and updates	Performance of a contract
sharing data with BIE accredited tutors, International Examination Board of Embalmers and our Charitable Trust	Performance of a contract
sharing data to respond to and investigate your questions, comments, complaints, concerns or allegations	Performance of a contract
we may be required to share personal information with statutory or regulatory organisations. Such organisations include the Health and Safety Executive, Police, HMRC and overseas government organisations.	BIE has legitimate lawful obligation to comply with statutory regulations
sharing data with committee members to provide information about BIE activities, membership renewals or invitation to social events.	The BIE has a legitimate interest to maintain membership correspondence for BIE to provide you with news and updates about fellow members, events and meetings
sharing data with third party services or facility providers.	The BIE has a legitimate interest to run the Institute efficiently and as it sees fit. Provision of some third party services is for the benefit of the BIE, participants and its members.
Sharing data with 3 rd party printing and distribution service.	The BIE has a legitimate interest to facilitate printing and distribution of 'The Embalmer', the members quarterly magazine
Raise Awareness of the BIE's activities by capturing photos, videos, live streaming at events.	The BIE has a legitimate interest to use this for promotion, education and development purposes.
To ensure we understand possible health risks.	Consent. We will only process details on your medical history with your consent.ie dietary needs

Other uses of your personal information.

We may ask you if we can process your personal information for other purposes. Where we do so, we will provide you with an additional privacy notice explaining how we will use your information for these purposes.

We may also share personal information with professional and legal advisors for the purpose of obtaining advice.

Third party suppliers with access to members' personal data

The BIE may use third party suppliers to provide services. These Suppliers may process personal data on our behalf as 'processors' and are subject to contractual conditions to only process that personal information under our instructions and protect it.

In the event that we share personal information with external third parties, we only share such information strictly required for the specific purposes and take reasonable steps to ensure recipients shall only process the disclosed personal information in accordance with those purposes.

- Taylor and Clifton facilitate the distribution of the quarterly magazine.
- Payment Sense who process payment transactions securely on our behalf.

How we protect your personal information

Your personal information is accessed by our National General Secretary and Administration Secretary only for the purposes set out above. It is stored by the BIE in an electronic format. Access is password protected and there are firewalls in place to protect against external breaches. All paperwork records are held in a secure locked filing cabinet. Your personal data is transferred electronically into our database which is password protected.

How long we keep your personal information

We only keep your personal information for as long as necessary to provide you with membership services, we also maintain historical records of all past members of the BIE.

You have a right to:

- Change your communication preferences or restrict the processing of your personal data for specific purposes
- Request that we correct your personal data if you believe it is inaccurate or incomplete
- Request that we delete your personal information
- Access the personal information that we hold about you through a 'subject access request'.

You can contact us:

The British Institute of Embalmers, 21c, Station Road, Knowle, Solihull, West Midlands, B93 0HL. England. Tel: 01564 778991 Fax: 01564 770812 Email: enquiry@bioe.co.uk

If you are dissatisfied, you have a right to raise a complaint with the Information Commissioner's Office at www.ico.org.uk