



The British Association of Lecturers  
in **English for Academic Purposes**

## **Privacy Notice**

### **1. Privacy Statement**

Effective Date: 6th March 2025

The British Association for Lecturers of EAP (hereafter referred to as BALEAP) is committed to protecting your privacy and ensuring that your personal information is handled in accordance with the relevant laws and regulations, including the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR). This Privacy Notice explains how we collect, use, store, and protect your personal information when you engage with us through our website and other communication channels.

### **2. Who We Are?**

BALEAP is a limited company incorporated in England and Wales and a registered charity (company number 07330723; charity number 1139147). Our mission is to support the professional development of those involved in learning, teaching, scholarship and research in English for Academic Purposes (EAP). We are the data controller for the personal information you provide to us.

### **3. How we collect and use your information?**

We collect personal data through our website and you will be asked to opt-in to our privacy policy each time you submit personal data for a particular purpose.

Each year we ask you to renew your membership and review the personal details we have on record for you. At renewal, we will ask you to make any necessary changes and grant us consent to continue holding your personal information with an opt-in check box.

On registering for an event, you will be asked for contact and billing details in order to facilitate event administration. You will be asked to opt-in to sharing the contact information and any dietary preferences with the local organiser.

On submitting a TEAP portfolio, you will be asked for contact and billing details. You may choose to disclose other personal information in the TEAP portfolio. You will be asked to opt-in to sharing this with the TEAP Officer and assessment team. Any third party information in accreditation documentation is removed.

On submitting documentation for institutional accreditation, an appendix showing teacher qualifications and experience is anonymised. Initials only are used to allow assessors to plan observations. Any third party information in accreditation documentation is removed.



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The information BALEAP holds about you will be treated as strictly confidential and BALEAP will only share your data with third parties with your prior consent for a specified purpose, unless required to do so by law. The third parties that need your information for the legitimate purposes of our business include Adept (our web provider), JISCmail (our discussion list provider), and Elsevier (our journal provider).

We endeavour to use your personal information only with your knowledge and consent – typically when you submit a job advertisement, register for membership, an event, or accreditation. The type of personal information we may collect is your name, email address, workplace, country of residence and billing details. If you choose to provide us with any other personal information, it will only be used for the intended purpose stated at the time at which it is collected, and subject to any preferences indicated by you.

We take the security of your personal information seriously. We implement appropriate technical and organisational measures to protect your information from unauthorised access, use, loss, or destruction. Anonymised historical membership data is stored securely on Google Drive.

Users of the website should note our separate [Cookie Policy](#).

### **4. When will we disclose your information to others?**

We will not disclose any personal information to third parties without your consent. We send your name and choice of address or email address to Elsevier for delivery of JEAP. Your contact details are shared with local organisers for events administration. Your name and email address are shared with JISCmail for access to the discussion list. Whatever personal information you may choose to disclose in your TEAP portfolio will be shared with the TEAP Officer and assessment team. Anonymised staffing profiles for institutional accreditation are shared with the BAS External Examiner and BAS committee.

In the case of individual accreditation, RAPPs and TEAP Assessors' feedback may be shared with the TEAP External Examiner for ratification purposes.

### **5. How long will we retain your information?**

Personal information collected through the general enquiries contact form on the web page is deleted every three months by the Web Officer.

Membership information is anonymised at the end of the membership year by the administrator and summary data kept on a spreadsheet on Google Drive to show numbers, countries and institutions represented.

Event information is anonymised after the event by the administrator. Local organisers are reminded by the Events Officer to delete contact information that has been shared with



them. Summary data is kept on a spreadsheet on Google Drive to show numbers and institutions represented.

Institutional accreditation documentation is kept until the ratification meeting and then deleted.

In the case of individual accreditation, once ratification has taken place the TEAP Officer will remind the assessment team and TEAP External Examiner to delete all contact information and documents that have been shared with them for the purpose of assessment.

The TEAP Officer may need to retain RAPPs after ratification for the purpose of training TEAP Mentors & Assessors. Where a RAPP is selected by the TEAP Officer as an example in addressing a particular competency or competencies, the TEAP Officer will contact the Fellow to obtain their consent for their RAPP, or section/s of their RAPP, to be used for this purpose. Where RAPPs are used for this purpose they will be anonymised (including the removal of links to Padlet or other platforms and materials) unless the Fellow gives their consent for this information to be retained.

Anonymised feedback to applicants will be retained for the purposes of research and development of the TEAP Scheme.

Winners of the BALEAP Research Award will be asked for consent to publish their dissertation on the website. This may be removed on request. Doctoral Studies theses may also be published on our website with consent from the authors. These may also be removed on request.

## **6. Legal Basis for Processing Your Information**

We process your personal information under the following legal bases:

- Consent: Where you have given us consent to use your personal information for a specific purpose.
- Contract: Where we need to perform a contract with you, or where you have requested us to take specific steps before entering into a contract.
- Legal obligation: Where we are required to comply with a legal or regulatory obligation.
- Legitimate interests: Where it is necessary for our interests or those of a third party, provided that your interests and fundamental rights do not override those interests.

## **7. Access to your information**

Your current data is stored on the server provided through our web developer, Adept, in line with their Privacy Notice. Key members of the executive committee have access to the server for specific purposes linked to their role: Chair, Web Officer, Treasurer, TEAP Officer, Information Officer, Events Officer. We also grant access to our administrator in line with our



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Data Protection Policy and Privacy Notice for the processing of membership, accreditation and events registration.

## 8. Your Rights

You have the following rights in relation to your personal information:

- The right to access: You can ask us for copies of your personal information.
- The right to rectification: If you believe your information is inaccurate or incomplete, you have the right to request correction.
- The right to erasure: In certain circumstances, you can request the deletion of your personal information.
- The right to restrict processing: You can request that we limit the way we use your personal information.
- The right to data portability: You can request that we provide your personal information in a structured, commonly used, and machine-readable format.

To exercise these rights, please contact us using the details provided below.

You can contact [admin@baleap.org](mailto:admin@baleap.org) at any time to obtain details of the personal information we may hold about you.

## 9. Changes to This Privacy Notice

BALEAP reserves the right to modify this Privacy Policy Statement at any time in response to changes in applicable data protection and privacy legislation.

## 10. Contact Us

If you have any questions about this Privacy Notice or our Data Protection Policy, please contact us at:

[Charity Name] BALEAP

[Contact Address] 68 Haining Road, Renfrew, Renfrewshire, SCOTLAND PA4 0AH

[Email Address] [admin@baleap.org](mailto:admin@baleap.org)

Thank you for your support and commitment to respecting privacy. Your trust is important to us.

### VERSION CONTROL - Approval and Review

Version No	Approved By	Approval Date	Main Changes	Review Period
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1	BALEAP Exec	6th March 2025		2028