

The liaison and checks we make ensure the divisional journals can be published safely, professionally and ethically, which protects clients, third parties, contributors, editors and BACP. In terms of the benefits of processing client data for case studies, these can enhance the learning in articles for our BACP members who are the readers of our journals. Liaising with journal contributors about their articles ensures we have clear communication, can do due diligence, and can work with them to produce articles which can best contribute to better practice in therapy.

Very important, ethically and professionally, as described above, including protection of individuals and to the reputation of BACP.

We wouldn't be able to publish the divisional journals, because we couldn't have the necessary liaison with contributors to do so safely or professionally.

None that we are aware of.

Our author checks allow us to make checks to ensure we comply with eg defamation, copyright and plagiarism law.

Law relevant to publishing, as in previous point. Editors' Code of Practice requires care not to publish inaccurate, misleading or distorted content,

We have to be vigilant to ensure confirmations and consents are in place in various categories detailed in our author guidelines, eg client consents about their counselling, or consents from study participants, any third party or familieW

Part 3: Balancing test

Consents from clients or study participants may relate to special category data under the health sub category, eg if they are giving consent for their participation in counselling to be published in a journal article, but the consent will not include details.

Journal contributors may approach divisional editors, eg by email, with an idea for an article. If the article is accepted for publication, contributor and editor will liaise about the article to finalise it for publication. Alternatively, editors may contact a potential contributor with a view to commissioning them to write an article. In all cases, contributors must follow our contributor guidelines, including any data they include in their articles.

In our contributor guidelines, which are provided to contributors by editors, and are also on BACP's website, there is a link to BACP's privacy notice, which is also published on BACP's website.

BACP's journal contributor guidelines require journal contributors to obtain consents from third parties in specific situations, eg from clients, if the contributor wishes to discuss them in a case study. Contributors are required to follow our author guidelines, and to provide consents to us via a secure method. We also ask journal contributors to confirm they understand their article may be shared by BACP across its communication channels after publication.

Due to the ongoing publishing schedules of the divisional journals, correspondence between editors and journal contributors takes place until publication of their article, and then the cycle begins again with fresh contributors for the next issue of the journal. We continue to strive to find the safest way to obtain and store data, balancing the need to do due diligence checks with regard to confidentiality and permissions, and following data protection guidance, including retention periods.

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No. We use existing technologies to process data.

Any unwanted impact, for reasons given previously, is likely to be minimal, as access to emails is restricted and only used in line with the above purposes.

Contributors who liaise with BACP's divisional editors by email, are in communication with BACP

