

Preston Society

Birdwatching and Natural History

Privacy Policy

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1 Introduction

This Privacy Policy applies to information that the Preston Society collects about individuals who interact with the Society. It explains what personal information the Society collects and how the Society uses it.

If you have any comments or questions about this notice, feel free to contact the Society at prestonwildlife@gmail.com.

2 How the Society Uses Your Data

When you supply personal information to the Society, the Society is legally obliged by the General Data Protection Regulation 2018 to ensure that the information you have provided is only used for the purpose for which it was intended, and to ensure that the data is kept securely. The Society will only use this data in a manner that is appropriate considering the basis on which that data was collected. Personal data is generally required for:

- The Charity Commission (in the case of the Committee/Trustees);
- The administration, including the funding, of the Society;
- Passing information to and engagement of new and prospective members;
- Payment to suppliers, speakers, and committee members (expenses only);
- Administering walks and field trips.

This is set out in detail in the table at 3 below.

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3 Personal Data That the Society Processes

	<i>Purpose of Data</i>	<i>Data</i>
1	To hold Trustee (Committee Member) information necessary for Charity Commission approval	Committee Member's: <ul style="list-style-type: none"> • Full name • Dates of birth • Email address • Telephone number • Home address • Interests
2	To allow the Committee to communicate and work together in line with their purpose	Committee Member's: <ul style="list-style-type: none"> • Full name • Dates of birth • Email address • Telephone number • Home address
3	To allow circulation of relevant information to Members	Member's: <ul style="list-style-type: none"> • Title • Name • Email address • Telephone number • Home address • Eligibility for gift aid
4	To send renewal notifications to Members	Member's: <ul style="list-style-type: none"> • Title • Name • Email address • Telephone number • Home address • Bank details (only in case of trip refund and only held by bank) • Eligibility for gift aid
5	To allow circulation of relevant information to visitors	Visitor's: <ul style="list-style-type: none"> • Name • Email address
6	To pass information to and assist the auditor	Auditor's: <ul style="list-style-type: none"> • Name • Telephone number • Email address
7	To understand which Members have paid what	Member's: <ul style="list-style-type: none"> • Title • Name • Email address • Telephone number • Home address • Eligibility for gift aid

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8	To communicate with and pay suppliers	Supplier's: <ul style="list-style-type: none"> • Full name • Company details (if appropriate) • Address • Email address • Telephone number • VAT number (if appropriate) • Bank details
9	To pay fees and expenses to speakers	Speaker's: <ul style="list-style-type: none"> • Full name • Company details (if appropriate) • Address • Email address • Telephone number • VAT number (if appropriate) • Bank details (unless paid by cheque)
10	To administer payments for walks and field trips	Participant's: <ul style="list-style-type: none"> • Title • Name • Email address • Telephone number • Home address • Bank details
11	To administer applications and renewals	Member's: <ul style="list-style-type: none"> • Title • Name • Email address • Telephone number • Home address • Bank details • Eligibility for gift aid
12	To book speakers	Speaker's: <ul style="list-style-type: none"> • Full name • Address • Email address • Telephone number • Bank details (unless paid by cheque) • Subject area • Presentation title • Permission granted to retain YouTube video • YouTube video URLs

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13	To retain new members	New member's: <ul style="list-style-type: none"> • Title • Name • Email address • Telephone number • Home address • Interests • Willingness to share knowledge (via forum/presentation/guiding)
14	To run field trips	Participant's (Member's): <ul style="list-style-type: none"> • Title • Name • Email address • Telephone number • Home address • Next of kin • Bank details
15	To market non-member participants on field trips	Participant's (non-member's): <ul style="list-style-type: none"> • Title • Name • Email address • Telephone number • Home address
16	To facilitate contact with the Society (via the website)	Member of the public: <ul style="list-style-type: none"> • Name • Email address • Enquiry detail <p><i>[The above information used only to process the enquiry; this information not used to send newsletters nor passed to third parties.]</i></p> <ul style="list-style-type: none"> • Consent to the above statement

4 When the Society Shares Your Data

The Society will only pass your data to third parties in the case of a residential trip:

- Names of participants to the accommodation;
- Participants' membership of other organisation (e.g. RSPB if the field trip includes an RSPB site) to that organisation to obtain any discount.

The minimum of appropriate data will be shared amongst committee members in order for them to successfully undertake their roles.

5 How Long the Society Keeps Your Data

The Committee ensure that only the minimum amount of data for the associated purpose is requested and that the data is deleted promptly once it is no longer required. Committee Members regularly undertake audits of computer-held data and hard-copy files in order to identify data for deletion. Certain information is required by law and by the regulations of the Charity Commission.

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6 Where the Society Hold Your Data

Your data will be held in a read-only password-protected electronic file under the ownership of the Secretary of the Society.

7 Rights You Have Over Your Data

You have a range of rights over your data, which include the following:

- Where data processing is based on consent, you may revoke this consent at any time and the Society will make it as easy as possible for you to do this. There will always be 'unsubscribe' links at the bottom of the Society's information emails/newsletters.
- You have the right to ask for rectification and/or deletion of your information. However, if deletion means that the Society can no longer adequately process your membership or your participation in activities, the Society may need to terminate your membership or participation in activities, although you will of course be advised and consulted beforehand.
- You have the right of access to your information.
- You have the right to lodge a complaint with the Information Commissioner if you feel your rights have been infringed.

A full summary of your legal rights over your data can be found on the Information Commissioner's website here: <https://ico.org.uk/>

If you would like to access the rights listed above, or any other legal rights you have over your data under current legislation, please get in touch with the Society.

8 Modifications to this Policy

The Committee may modify this Privacy Policy from time to time and will publish the most current version on the Society's website. If a modification meaningfully reduces your rights, the Committee shall notify people whose personal data is held and affected.

The Policy will be formally reviewed by the Committee every three years.

Date of next formal review: October 2024