



## Derbyshire Ornithological Society - Privacy Policy

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### Introduction

Our commitment to you is that we will respect any personal data you share with us, or that we get from other organisations, and keep it safe. We aim to be clear when we collect your data and not do anything that you would not reasonably expect. We only ask for information that will allow us to provide membership services or process, store, collate, analyse and report on your ornithological records should you submit any. This is in line with the aims of the society: to promote the study, recording and conservation of birds and their habitats within the county.

Please read the following information to understand how we collect your data, the purpose of collecting it and how we process it. We will notify you of any changes to our privacy policy via our website and member communications.

### The data we collect

We collect some or all the following information from you, or via third parties where you have consented to them sharing the data with us.

From you if you are a member:

Name, address, email, telephone number, Gift Aid entitlement.

From you if you are not a member who submits ornithological records:

Name, email address, telephone number

From third parties:

Where you have given consent, third parties will share data with us, such as your name attached to ornithological records, if you've consented to share data via your settings.

When on our website, we will use your IP address, cookies and services like Google Analytics and other statistical services to record your activity on our website to help improve the site.

### What we use it for:

- To provide you with the member services you have subscribed to or information you have requested.
- To communicate with you regarding any opportunities to support activities you have volunteered for or events you have signed up to.
- To administer your financial transactions with us including any fees, donations and processing any related gift aid.
- To support the aims of the society and other ornithological groups with which we share ornithological records; we never supply personal data on records to third parties.



- To add your ornithological records to our database and to correctly assign them to you. We use your membership number to provide the link between you and your records. If you are not a member we assign to you a dummy membership number.
- To help in profiling our members by geographic and other information from the sources above (see The Data We Collect section) which allows us to provide better services, for example to identify the optimum location for indoor meetings.
- If you join on behalf of a child under the age of 16, all our communications and services will be directed to you as the parent/carer to share with your child. We will never contact your child directly until they are over 16.

### **How we keep your data secure and who processes your data**

The charity is the data controller and will perform the processes above. We use members of the DOS to process ornithological records and your personal data attached to them. We also use DOS members to process your data to deliver postal mailings, make telephone calls to our members, send emails, process payments, operate our website and to analyse website usage trends. All such DOS members are fully trained and monitored.

We may need to disclose your data if required to the police, regulatory bodies or legal advisors. We may need to supply your data to national ornithological bodies such as the British Birds Rarities Committee and British Ornithological Union Records Committee in connection with processing ornithological records of national importance. We will only ever share your personal data in other circumstances if we have your explicit and informed consent.

### **Our communications with you:**

By joining the DOS as a member, you will receive some or all the following essential communications and services containing information on the activities of the charity for example:

- The DOS Bulletin published eleven times per annum
- The annual Derbyshire Bird Report for the year you joined the DOS
- E-newsletters via email
- Ornithological records clarification communications
- Membership renewal communications by post and email
- Details of indoor meetings and field trips by Bulletin and website
- Opportunities to get involved with ornithological surveys via our Bulletin and website

If you wish, you may opt out of any of these key services at any time by writing to our Membership Secretary see our Bulletin or Website for contact details.

We may also contact you by post or email, in addition to the above, with relevant and timely communications on the work the charity is doing to give you the opportunity to help us. We believe that by engaging with the charity, you would reasonably expect to be kept informed when opportunities arise, but you may opt out if you don't feel they are relevant for you at any time.



## **Retention**

If you leave the DOS we will retain only the data we need to meet legal and statutory commitments on our membership database. We will retain permanently all ornithological records you submit to the DOS and sufficient data to identify you as the observer.

If you would like us to remove your data (except that which we must retain for legal and financial reasons), please let us know in writing to our Membership Secretary see our Bulletin or Website for contact details.

## **Your data and your rights**

You have a right to ask for a copy of the information we hold about you and all the ornithological records you have submitted to us. To do so please send a description of what information you would like a copy of, along with proof of your identity in writing to our Membership Secretary see our Bulletin or Website for contact details. We will supply the information as requested within one week of receipt or advise you if we are unable to comply for any reason. If you find discrepancies in the information we provide, please advise us by contacting our Membership Secretary so we can correct them.

You have a right to ask us to restrict or stop processing your personal data, and if it's not necessary for the purpose you provided it to us for (e.g. administering your membership or processing your ornithological records) we will do so. Contact our Membership Secretary see our Bulletin or Website for contact details if you have any concerns. At your request, we will erase any data we hold unless it is required for legal or financial reasons if you no longer wish for us to hold or process your data. All your ornithological records will have the observer changed to "Unk" meaning "unknown" – please note that this process cannot be reversed for existing records should you change your mind, however new records will contain your identifier.

If you have any questions, please contact writing to our Membership Secretary see our Bulletin or Website for contact details.