



## **PRIVACY POLICY**

### **1 WHO IS COLLECTING AND USING YOUR PERSONAL DATA**

Your personal data is collected and used by the Derbyshire and Nottinghamshire Entomological Society (registered charity no.519240). DaNES is committed to protecting your privacy and security, and our Privacy Policy explains how and why we use your personal data, to ensure you remain informed and in control of this.

If you have any questions in relation to any of the above, please contact the DaNES Secretary, Russell Nevin – Postal address - 74 Clumber Street, Kirkby-in-Ashfield, Nottingham NG17 7NG. Email – russell.nevin@sky.com

### **2 THE LAWFUL BASIS FOR COLLECTING AND USING YOUR DATA**

Under UK GDPR as amended by the Data Protection Act 2018, DaNES will process your data on the following lawful basis:

- Your consent. You are able to remove your consent at any time. You can do this by contacting the DaNES secretary (contact details above)
- Where we have a contractual obligation (performance and delivery of DaNES membership)
- Where we have a legitimate interest such as invertebrate recording and publications

### **3 WHAT PERSONAL DATA WE COLLECT**

#### **Data that you provide**

Basic personal data – Provided when joining the society, making a donation, placing an order or communicating with us (e.g. name, email, address, telephone), whether you are under 18, and details of your interests.

Sensitive personal data - We do not normally collect or store special category personal data relating to health, beliefs etc. However there are some situations where this will occur (e.g. if you have an accident at one of our events, details of emergency contacts, medical conditions etc. may be needed).

Family data - If you join DaNES as a family, details of all members will be recorded along with your relationship to each other.

Financial data - We process cheques, bank transfers and online payments, but we do not collect or retain your financial data, only a record of transactions.

#### **Data from third parties**

We may receive personal data from another organisation e.g. if you provided your information to them in connection with a joint venture with ourselves. Occasionally we may collaborate with individuals who are well-known public figures, so may collect details about them from public sources (databases, news or other media). In the event of us being unable to contact a member using the details they provided, we may use public sources to assist in our search.

#### **Data arising from your involvement with DaNES**

We may collect data and photographs from your involvement with DaNES activities such as meetings, events etc. Information would be recorded if you were involved in an accident or incident at one of our activities. Administrative data arises from instructions, mandates, donations, communications with us, receipt of publications etc.

**NOTE** - For under-18s DaNES will not collect personal data without the consent of their parent or guardian, and the details of their parent or guardian will be recorded along with their relationship to the young person.

### **4 HOW WE USE YOUR PERSONAL DATA**

We will only use personal data for the purpose it was collected.

#### **For administration**

We use personal data in order to

- fulfil our obligations under membership contracts
- maintain a record of our members;
- process payment of subscriptions and donations (including mandates or instructions relating to these);
- process orders for our publications or other goods;
- respond to communications

### **For membership profiling**

We hold data on the interests of our members, if they have provided us with this. Understanding the interests of our members helps DaNES provide a better experience (e.g. through more relevant communications). We do not carry out any other form of profiling.

### **For marketing**

We will use your personal data to communicate with you to keep you up to date with our news and activities, including sending you our Newsletter and Journal. DaNES will not send information about third party events or products, unless our society is involved, though this may be included in our publications. If there are any communications which you don't wish to receive, or if you wish to receive them in a different way (email, post, phone), please contact our secretary, details in clause 1, above.

### **For legal purposes**

In the event of an insurance or legal claim, or as a reasonable request from a government agency.

### **For emergency care or assistance**

In the case of an accident or health emergency.

**NOTE** – For under 18s DaNES will not use personal data without the consent of their parent or guardian, and never for marketing purposes other than to send our Newsletter and Journal if they joined as an 'individual member'.

## **5 WHERE YOUR DATA IS SHARED**

We will never sell personal data, but it may be shared as follows

### **DaNES' officers**

Relevant officers will need access to your personal data for the purpose of undertaking tasks of administration, marketing and membership profiling as detailed above. Our society's officers are required to follow data protection procedures when handling personal data.

### **Minutes of our meetings**

Your presence or involvement in committee or AGM meetings will be recorded in the minutes, which will form part of the historical records of the society.

Your presence or involvement in DaNES activities may be reported at committee, and recorded in the minutes and become part of the historical records of the society.

### **Our publications**

Your presence or involvement in DaNES activities may be recorded in reports, articles, news or photos in our Newsletter or Journal. We will endeavour to remind you at the beginning of events of this potential use of your name or image, and offer you the chance to request this not to be included. We will also make reasonable effort to seek consent of any identifiable people in a photo before using it in our publications.

The contact details of individuals with key roles in the society are published in our Journal and Newsletter, where being contacted forms part of their remit.

If you produce a report, article or photo for one of our publications, we display your name as the author or photographer. If you include your contact details as part of the report or article, these may be published as well.

### **Our website and social media**

The contact details of individuals with key roles in the society may be shared on our website ([www.danes-insects.org.uk](http://www.danes-insects.org.uk)) or other social media platforms, if this is necessary to their role.

### **Other organisations**

If we partner with other organisations, we may share your information with them (for example, if you register to attend a jointly organised event). We'll only share information when necessary though, if its privacy and security are guaranteed.

### **DaNES official documents**

The contact details of individuals with relevant key roles in the society will be shown on DaNES official documents, where their being contacted forms part of their remit – i.e. on our risk assessment documents, membership application, privacy policy and any other forms.

## **Invertebrate records**

When we receive invertebrate records, we document these with the name and contact details of the recorder. They may then sometimes be shared with experts in order to confirm identification, and the recorder may be contacted for further details to assist with this. Records may also be published, and the name of the recorders and their approximate location may be shown.

## **Volunteer/paid assistants**

DaNES may use the services of volunteers or paid assistants, who may or may not also be DaNES members, to help with administrative work. They will only be given access to such personal data as is necessary for them to fulfil their task, and not permitted to communicate any of it other than to the person within DaNES who is supervising them.

## **6 HOW WE STORE YOUR DATA**

DaNES is based in the UK and we store our data within the UK.

We employ a variety of physical and technical measures to make sure your data is stored safely and protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. Electronic data are stored on secure computer systems and we control who has access to information (using both physical and electronic means). Paper based data is also stored securely using lockable storage.

## **7 HOW LONG WE STORE YOUR DATA**

We will only store and use information for as long as it is required for the purposes for which it was collected. How long it will be stored depends on the information in question and why it is needed.

Data about accidents or incidents: If an accident or incident occurs at one of our activities then we'll keep a record of it for the recommended period of up to 7 years (which may include personal data and special category personal data). If there is an incident or accident involving someone under 18, we are required by law to keep the information relating to this at least until their 21st birthday. We continually review what information we hold and delete what is no longer required. Paper based data is disposed of by shredding. Electronic data is deleted or overwritten (specialist software is not used).

## **8 KEEPING YOU IN CONTROL**

We want to ensure you remain in control of your personal data. Your legal rights are: • the right to know if we have your personal data and, if we do, to have access to this; • the right to have your data deleted. Please note, we cannot fulfil your membership contract without holding and processing your data; • the right to have inaccurate data corrected; • the right to object to your data being used for purposes other than those for which it has been collected • the right to request your data be sent to another organisation where technically feasible and • the right to restrict the use of your data – though this might affect our ability to fulfil your membership contract. Please note that there are exceptions to the rights above and though we will always try to respond to your satisfaction, there may be situations where we are unable to do so. If you would like further information on your rights or wish to exercise them, please write to the DaNES secretary (see clause 1 above).

Complaints: You can make a complaint to DaNES directly by contacting the secretary using the contact details in clause 1 above. If you are not happy with our response, or you believe that your data protection or privacy rights have been infringed, you can direct your complaint to the UK Information Commissioner's Office which regulates and enforces data protection law in the UK. Details of how to do this can be found at [www.ico.org.uk](http://www.ico.org.uk)

## **9 WEBSITE LINKS**

Our website contains hyperlinks to other websites. We are not responsible for the content or functionality of any of these. If an external website requests personal information from you, the information you provide will not be covered by the DaNES Privacy Policy. We suggest you read the privacy policy of any website before providing personal information. When purchasing goods or services from any of the commercial businesses that our site links to, you will be entering into a contract with them (agreeing to their terms and conditions) and not with DaNES.

## **10 CHANGES TO THIS PRIVACY POLICY**

We will update this Privacy Policy from time to time to ensure it remains up to date and accurately reflects how and why we use your personal data. The current version of our Privacy Policy is posted on the DaNES website ([www.danes-insects.org.uk](http://www.danes-insects.org.uk)), or can be obtained from the secretary (see clause 1 above).