



# **Berkshire Ornithological Club**

## **Data Protection Privacy Notice**

The BOC collects, processes and stores personal data concerning its members. This notice explains what data is collected, how it is used and stored. Further information on data protection is available from the Hon Secretary.

### **Personal data**

The BOC collects and processes a limited range of personal data relating to its members, e.g. contact details (addresses, email addresses, phone numbers). Members setting up a standing order to pay their subscriptions provide details of their bank account, but these are only retained until the first payment has been received, after which they are securely destroyed.

This data is collected by the Membership Secretary when individuals complete an application form to join the BOC. Members are responsible for informing the Membership Secretary about any changes to their personal data, including changes to email addresses.

### **Legitimate interests**

The BOC has determined that it has a legitimate reason for collecting and processing personal data relating to its members. The Club holds personal contact details solely for membership purposes, which include communicating with members, identifying who has or has not paid subscriptions, collecting Gift Aid, providing annual reports and issuing permits. All these uses are beneficial to the members concerned.

The BOC would not be able to provide services to its members if it did not collect and process their personal data.

### **Holding, processing and deleting data**

The BOC only uses individuals' personal data in ways that they would reasonably expect, so that they can benefit from membership of the Club.

The Membership Secretary only supplies personal data to other BOC officers for legitimate reasons, such as communicating, monitoring subscriptions, claiming Gift Aid, posting the annual mailing and reports, organising meetings, etc. Only the relevant data is provided.

If any member does not wish the Club to hold their personal data, they should contact the Membership Secretary, who will ensure that all the relevant data is destroyed. However, the Club will not then be able to provide any services to the individual concerned as it will have no way of contacting them.

If a member leaves, their contact details are stored (but not processed) for a maximum of seven years, for financial probity and in case they return as members. During this time, the data is not processed or provided to anyone.

## **Security of data**

The Club does not provide personal data to anyone who does not have a legitimate reason for accessing it. No personal data is ever provided to third parties without the explicit permission of the individuals involved.

All the Club officers who hold personal data ensure that it is kept securely. They take sensible and proportionate precautions to ensure that personal data (both electronic and on paper) is adequately protected, including using and regularly updating anti-virus software, keeping equipment and paperwork safe, and regularly backing up data.

In the unlikely event of a data breach, the officer concerned will immediately report it to the rest of the BOC committee, who will take appropriate action. The nature of the data held means that any risk from a breach to individual members is low.

Any officer who leaves their post must pass all the personal data they hold to the person taking over from them and no data will be retained by the retiring officer.

## **Legitimate interests assessment**

The BOC has carried out a legitimate interests assessment, which is reviewed regularly (at least once a year) and revised when necessary.