

WHARFEDALE NATURALISTS SOCIETY PRIVACY POLICY

1. About us

Wharfedale Naturalist Society is a charity registered in England and Wales (Charity No. 509241). In this policy, whenever you see the words 'we', 'us', 'our', 'WNS' or 'Society' it refers to Wharfedale Naturalists Society.

2. Introduction

The privacy and security of your personal information is extremely important to WNS. All Committee Members, Recorders and volunteers are responsible for observing this policy, and related procedures, in all areas of their work for the Society.

This policy explains what data we collect, as well as how and why we use your personal information, what controls we have in place to protect your data, and what your rights are and how to exercise them.

As part of our commitment to protecting your privacy, we regularly review this policy to reflect any changes to the way we collect, store or use your information. We will advise members of any changes.

3. Our commitment to your privacy

It is only thanks to our members that WNS is able to achieve so much for Wharfedale wildlife.

To do this, it is necessary for us to securely hold and carefully use some personal data.

We will only use your data where we have a genuine and legitimate reason and we are not harming any of your rights and interests. We are accountable to the Information Commissioners Office. The only data we will share with 3rd parties relates to Wildlife Records (see section 7).

4. The personal data we collect

We will only ever collect, store and use your personal data when we have an identified purpose and reason. We'll only collect the personal data we need and we'll make it clear at the point of collection why we are collecting it.

Personal data means any information which identifies you, or which can be identified as relating to you personally. The personal data you give us may include your name, email address, phone number, postal address, contact preferences, communication preferences, gift aid preference and declaration, photos/videos taken at work groups/events you have participated in, and the date and location of your wildlife records. It may be held physically in paper form or electronically.

5. Why we collect personal data

For administration or contractual purposes, such as:

- Maintaining our membership records
- Managing membership payments and donations

For communication, such as:

- Contacting you about your membership
- Emails about events, activities, news and campaigns
- Correspondence with us.

For recording wildlife sightings:

- Submission of wildlife records

For safety when volunteering in work groups and attending events:

- Emergency contact details.
- Agreement to follow Health & Safety guidelines
- A record of any accidents and incidents
- Any health issues you wish to share.

6. How we store your personal data

We are committed to the safe storage of your personal data in accordance with guidance issued by the Information Commissioner's Office and in keeping with data protection legislation. Electronic and paper correspondence will be stored within the email account to which it has been sent or forwarded. Attachments may be downloaded on to devices and cloud services owned by those who have received the email.

7. Membership and Membermojo

Our membership records are held securely on Membermojo, a password protected online membership management system. Only named committee members have access to the information so that they can carry out their duties.

Membermojo is a low-cost way for many clubs, associations and charities across the UK to provide members with a simple, quick, and modern way to manage their membership, including the collection of Gift Aid.

Membermojo as our Data Processor provides WNS with the tools and controls that help implement the General Data Protection Regulation (GDPR) compliant privacy policy for managing members data.

For more information on Membermojo please visit

- <https://membermojo.co.uk/mm/about>
- <https://membermojo.co.uk/mm/help/gdpr>
- <https://membermojo.co.uk/mm/help/security>
- <https://membermojo.co.uk/mm/help/privacy>

8. Wildlife Recording

Wildlife records are at the heart of WNS. We have a team of Recorders who manage wildlife records. Each of our Recorders have their specific methods of managing the data they receive, how it is stored and how its shared beyond WNS. For more information, please contact the relevant Recorder.

8.1 How we store Wildlife Records

When submitting records, we may ask you to provide your name, email address, location and date of your record. Collection of records is via email or Google form. The records and associated personal information may be stored in a database, spreadsheet or text form. Storage is on devices and cloud services owned by each recorder. Electronic correspondence associated with wildlife records will be stored within the recorders email account. Attachments may be downloaded onto the personal devices and cloud services of the recorder.

8.2 How we use Wildlife Records

We aim to maximise the value of records through analysis and reporting including in our Annual Review and sharing with members. In addition, we will aim to inform conservation decision-making, the planning system, land management policies, research, education, raise public awareness and other uses in line with the aims of the Society. Our records will be made available in a controlled and managed way to fulfil this aim. Your name and records will be shared with select organisations and individuals worldwide for the purposes of regional and national recording, scientific research and the aims above. Your name and records will be freely available and will remain as open data that can be downloaded and redistributed by 3rd parties.

Should others outside WNS wish to contact you for the purposes of validating and verifying your data, we will seek your permission first.

9. Data Retention

We retain your details in our online membership management system for a year after your membership lapses in case you decide to re-join in this period. If you prefer, you can ask the Membership Team to delete your record immediately.

Member's General correspondence will be deleted/destroyed within a year. However, where it relates to WNS statutory obligations or is considered of particular value to the Society it may be kept longer. This will be decided on a case-by-case basis.

Correspondence relating to Wildlife Records will be kept up to 2yrs to enable verification processes to take place, actual records including your name will be stored indefinitely and will be available and published publicly.

10. Respecting Your Privacy

We may use your name, photos and/or videos on our social media channels, on our website, in our emails and in our publications. We will always seek to obtain consent or make reasonable enquiries to ensure that we are not harming any of your rights or interests.

Correspondence to WNS Committee members and recorders may be shared within the Society where there is a legitimate interest.

11. Keeping your personal information up to date

We will endeavour to ensure your personal information is accurate and up to date. You may update your membership information by logging on to Membermojo link on the WNS website. If you do not have access to the internet and the information that we hold about you needs amending, please contact our Membership Team who will make the changes for you. On request, we will disclose to individuals the data we have on you.

12. Responsibilities

Overall responsibility for ensuring this policy is upheld lies with the WNS committee as “Data Controller”. Please contact the WNS membership team in the first instance if you have any questions.

13. Your rights

Under UK data protection legislation, you possess a number of rights regarding your personal data. These include:

- The right to be informed: this policy outlines how we capture, store and use your data. If you have any questions about any elements of this policy, please contact us.
- The right of access: if you wish to obtain a record of the personal data we hold about you, through a Subject Access Request, this will be provided to you in writing within 30 days of receiving your request.
- The right to rectification: if we have captured information about you that is inaccurate or incomplete, we will update it.
- The right to erase: you can ask us to remove your personal details from our records.
- The right to restrict processing: you can ask us to stop using your personal data.
- The right to data portability: you can ask to obtain your personal data from us for your own purposes.
- The right to object: you can ask to be excluded from marketing activity.

For more information on your individual rights, or how to make a Subject Access Request, please contact the Information Commissioner’s Office, whose remit covers the UK.

Website: www.ico.org.uk

Post: Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, SK9 5AF

Phone: 0303 123 1113

Email: casework@ico.org.uk

This policy was approved and adopted by the WNS Committee on 17 November 2024.