Abingdon Naturalists Society

Privacy Policy

This Policy sets out how Abingdon Naturalists' Society complies with The General Data Protection Regulations (GDPR) from 25 May 2018.

Why we collect personal data: the legal basis

We keep personal data to enable us to:

1. Administer the Society's membership.
2. Remind members of the Society's upcoming activities and notify them of changes or additions to the published programme.
3. To inform members of the Society's business matters e.g. membership renewal; EGMs and AGM
4. To distribute occasional documents and publications e.g. The Journal.

We do not:

1. Store “sensitive personal data” as defined by the GDPR
2. Undertake research or profiling of people whose data we hold.
3. Provide third parties with data from our lists unless required by UK law.

Personal Data held

In order to provide membership services, Abingdon Naturalists Society holds personal information as paper records and digitally on password-protected computers:

- Name
- Postal address
- Phone number(s)
- Email address
- Membership category (e.g. “Individual”, “Family”)
- Age of members under 18years
- Date of joining
- Expiry date for most recent membership subscription
- Permissions to use addresses for circulation of Society information and business

Storage of Personal Data

Full personal data records as above are kept, securely, in paper form and digitally, only by the Data Controller
The Data Manager holds digital records of names and email addresses as required for email distribution. These lists are updated as required by “Subscribe” or “Unsubscribe” requests. Any such request is forwarded to the Data Controller.
Bulk emails are distributed through a society email account managed by the .Data Manager

Access to Personal Data

The Data Controller, who holds paper and digital records, is the Membership Secretary, who may be contacted by email at gdpr@abnats.org.uk.
The Data Manager, who has access to digital email lists, is the Web Manager (web@abnats.org.uk).

Retention of Personal Data

1. The Data Controller keeps members' details for two years after membership lapses, after which time records are deleted.

2. Permissions to use data (e.g. in circulating emails) is deemed to hold for the membership year unless a member requests otherwise during the year.

Use of Personal Data.

Personal data may only be used for legitimate Society business. This may occasionally include notification of events organised by other local organisations with aims compatible with the Society's.

Members' Control of Personal Data

1. Members may request, in writing, access to their own details for their own purposes.
2. Members can request changes to personal details in writing.
3. Members may opt-out from receiving emails at any time, usually by responding to an “Unsubscribe” option incorporated in all circulated emails.
4. If a valid request to delete a membership record is received, this will be done as soon as it is confirmed by the member.

All such requests must be backed by proof of identity, such as providing postal or email addresses which we already hold.

Data Controller: Cynthia Napper
Data Manager : Adrian Allsop

January 2025