

Hull Natural History Society Data Protection Policy

Introduction

This document defines the policy of the Hull Natural History Society in regards to meeting the requirements of the Data Protection Act 2018. It should be read in conjunction with the Hull Natural History Society Privacy Notice.

Right to be informed

Under the Data Protection Act, members have a right to be informed about the collection and use of their personal data and their rights under the Act. This is the purpose of our Privacy Notice.

Every member and potential member will be made aware of the Privacy Notice and it will be available on the website <http://www.hullnats.org.uk>

Legitimate interests

As defined in our Privacy Notice, the basis for most of our data processing activities is Legitimate Interests. This is justified by the following three-part legitimate interests assessment.

- **Interests** The objective of the Hull Natural History Society is to promote an interest in natural history, especially of a local nature, by observation, recording and education. Our legitimate interests arise from pursuit of this objective.
- **Necessity** The processing we undertake is necessary for communicating information about our activities with and between our members. It is also necessary for publicising our activities in order to attract new members.
- **Balancing** The processing we undertake is what would be reasonably expected by a person becoming a member of the Society. We do not envisage that this processing will have any significant effect on the member's rights and freedoms.

Consent

As defined in our Privacy Notice, consent is required for some of our data processing activities.

Members will be asked to read the Privacy Notice and indicate their consent either verbally, by replying to an email or by ticking a box on the membership form.

The method of consent and the date it was obtained will be recorded as part of the electronic or paper copy of the personal data held for that member.

Accountability

The Officers of the Society will be primarily responsible for meeting the accountability requirements of the Data Protection Act 2018. The Secretary will be responsible for maintaining records of personal data.

Security policy

We will use appropriate physical and technical measures to safeguard the personal information we collect. These include use of password protection and up-to-date operating systems and anti-virus software.

Accuracy

No less frequently than every year, the Secretary will inform each member of the personal data held about them and request that they confirm its accuracy.

Revision

Revision 1
21/1/2020