

Hull Natural History Society Privacy Notice

Introduction

Hull Natural History Society holds and processes personal data relating to its members and so, according to the Data Protection Act 2018, is acting as a Data Controller and is subject to the provisions of this act.

One of these provisions is that members have a right to be informed about the personal data we hold, the use we make of it and your other rights in regard to controlling this data. The purpose of this Privacy Notice is to provide that information.

The Data Protection Policy of Hull Natural History Society is defined in a separate document.

Personal data

Some or all of the following personal data is held by Hull Natural History Society:

Name

Email address(es)

Postal address

Mobile and/or fixed-line telephone number(s)

Photograph

How your personal data may be used

The table shows the purposes for which your data is processed and the Lawful Basis under the Act for doing this.

Personal data	Purpose	Lawful basis
All data except photograph	Communicating details of meetings and events. Use by the Treasurer in collecting annual subscriptions.	Legitimate interests
Name	Displaying on the publicly accessible pages of the website http://www.hullnats.org.uk for example as the leader of a trip or a speaker at a meeting or credit for a photograph.	Legitimate interests
Name, email address(es), telephone number(s)	Distributing to all members to allow communication between members about field trips, meetings and other matters that further the objective of the Society.	Consent
Email address(es)	Distributing selected information from third parties regarding events and activities relating to natural history that may be of interest.	Consent
Photograph	Displaying on the publicly accessible pages of the website http://www.hullnats.org.uk as part of an image showing our activities.	Consent

Legitimate interests

The objectives of Hull Natural History Society are fully defined in our Constitution but can be summarised as the promotion of an interest in natural history. Our legitimate interests arise from pursuit of these objectives.

Consent

Some of the processing of data we carry out falls outside the definition of legitimate interests.

Where this is the case the lawful basis for this processing has been defined as Consent and you will be asked to positively agree to this.

Sharing your personal data

As noted above, a list of member's names, email addresses and telephone numbers will be issued to all members in order to facilitate communication between members.

In the case of Family membership, only the person who applied for the membership will appear on the list, not the other family members.

The list will not be shared with third parties for their own independent marketing purposes.

Retaining your personal information

We will retain your personal information for as long as you remain a paid-up member of the club and for up to 6 months after that. Your data will be then be deleted.

Your name may remain indefinitely in connection with historical records such as plant lists, news articles and photograph credits.

Exercise of certain of the Data Subject Rights listed below will take precedence over the above.

Data security

Hull Natural History Society has put in place 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.

As a member of the Society, some personal data on other members will be made available to you via the members list. You are individually responsible for ensuring that this personal data is not revealed to third parties without the permission of the person concerned. Particular care should be taken in the case of emails, where Bcc (blind carbon copy) should be used in preference to Cc.

Data Subject Rights

This Privacy Notice satisfies your right under the Data Protection Act to be informed about the collection and use of your personal data. You also have the following rights in relation to your personal data and its processing.

Right of access	You may request a copy of your personal data
Right to rectification	If you believe that the personal data held about you is inaccurate or incomplete, you can request that it is updated
Right to erasure	You can ask us to delete the personal data we hold about you
Right to restrict processing	You may ask us to restrict our processing of your data
Right to data portability	You may request a copy of your personal data in a machine readable form or request that your data is transmitted to another data controller
Right to object	You may object to the processing of your personal data

You may also withdraw your consent for processing activities where the lawful basis is consent.

To exercise any of the above rights please contact the current Secretary of the Society.

If you are concerned about how we handle your personal information please contact the current Secretary of the Society in the first instance. If we are unable to resolve the problem you can contact the Information Commissioner on 0303 123 1113 or at <https://ico.org.uk/concerns/>

Revision

For the latest revision of this notice, check the website <http://www.hullnats.org.uk>

Revision 1
21/1/2020