

## **Hampshire Ornithological Society - Data Privacy Policy**

On May 25th 2018, new legislation comes into effect – GDPR (General Data Protection Regulation). More information about this can be found on the Information Commissioner’s Office website (see below). This Privacy Notice tells you what to expect when HOS collects your personal information. It specifically applies to the information we collect on Membership application and renewal. It also applies to information we collect about you in other contexts, such as, as event participants, website users or providers of bird records. The way that the HOS uses and protects personal data is based on the Legitimate Interests provision of GDPR.

The Hampshire Ornithological Society is committed to protecting your privacy and ensuring the security of your personal data.

### **Membership data**

1. Members’ data collected by HOS is held in the Membership database. The content and management of the database are the responsibility of the Membership Secretary. The database is password protected.
2. Some or all of the following information is held for each member of the Society:  
Name, Address, Telephone Number, email address, date joined the Society, payment type (cheque, Standing order, cash, bank transfer), date of last subscription payment, date information was last updated, Newsletter preference (print/electronic), Bird Report preference (receive/not receive), address change dates, payee reference for online subscription payment, subscription amount paid, membership source (leaflet, event, web/etc), gift aid (yes/no/not known), membership type (ordinary, junior, life, family), date of birth and parent/guardian approval (for junior members).
3. The information is used to maintain the list of members, including adding new members, recording subscription renewals, monitoring and following up failure to renew subscriptions. It is also used to generate our Gift Aid claim. Information may need to be passed to HMRC. The information is removed from the list for lapsed members two years after the year they cease to be a member. Information on deceased members will be removed in the year after the year when we were notified of the death.
4. The address information (Name, address, post code) is sent, via the editor, to the printer of the Newsletter in order to mail out printed copies. The same information is sent via the editor, to the printer of the Bird Report in order to mail out the report.
5. The email address is used to forward the electronic version of the Newsletter to those members who have requested to receive it electronically, rather than in paper form. This choice can be changed on request to the Membership Secretary.
6. The email address (or the postal address if no email address is known), is used by the Membership Secretary (usually in March) to follow-up cases where subscription renewals have not been received, two months after the due date (January 1st).
7. The email address may be used to inform members of HOS-organised activities, including workshops, meetings, walks and events.
8. Members’ personal data will not be used for marketing purposes, nor will it be passed to any other organisation or person.
9. The information in the Membership Database is not used for any other purposes and is only shared (read only), with the Society Chair, Treasurer and Independent Finance Examiner.

10. You have the right to see the personal data that we hold and the right to have any incorrect information amended. You also have the right to request that personal data is erased, or to object to its processing. However, in this event, we may no longer be able to communicate with you about your membership, or to provide the Newsletter and Bird Report. This may negate the benefits of membership.
11. You have the right to complain to the Information Commissioner's Office (ICO) if you believe your personal data has been misused.
12. Any queries about personal data and its use should be addressed to the Membership Secretary – Kay Shillitoe ([kay.shillitoe@gmail.com](mailto:kay.shillitoe@gmail.com)).

### **Other personal data**

1. The HOS website uses cookies to track usage. Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. This information is used to track visitor use of the website and to compile statistical reports on website activity. Links for further information are below. You can set your browser not to accept cookies and the referenced websites tell you how to remove cookies from your browser.
2. If you have signed up for Goingbirding, HOSLIST, or the HOS accounts on Facebook and Twitter, we will not pass your details to any third party. Personal data and other information you provide to these websites is on an entirely voluntary basis.
3. Bird Records. HOS collects bird records from various sources - with the agreement of the submitter. These records may contain name, address, phone number and email address. The submitter's name will be added with the record to the HOS bird database and will be passed to the Hampshire Biodiversity Information Centre. The other information is only used by the County Recorder, if needed, to communicate with the submitter.

### **Changes**

1. Changes to our privacy policy. We keep our privacy policy under regular review and we will place any updates on this web page and inform members in the next Newsletter. This privacy policy was last updated on April 1st, 2018. Before undertaking any future projects that may impact upon the nature of personal data being collected and processed, a privacy impact will be undertaken, and if necessary this policy will be reviewed and updated.

### **Websites referenced**

Information Commissioner's Office

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/>

Cookies

<https://www.aboutcookies.org/>

<http://www.allaboutcookies.org/>

### **Websites linked to HOS**

Goingbirding - <http://www.goingbirding.co.uk/hants/birdnews.asp>

HOSLIST - <https://groups.yahoo.com/neo/groups/hoslist/info>

Facebook - <https://www.facebook.com/Hampshire-Ornithological-Society-522213707930195/>

Twitter - <https://twitter.com/HOSbirding>