



## **BNHS Privacy Policy (Data Protection)**

This privacy policy sets out how the Bedfordshire Natural History Society (BNHS) complies with its data protection obligations. You can access the policy through the website or by requesting it directly.

### **Who we are**

The Bedfordshire Natural History Society (BNHS) is a registered charity, registration number 268659, dedicated to the study, recording and monitoring of the fauna and flora of Bedfordshire. The society aims to help, encourage and support those with an interest in wildlife by means of regular talks and field excursions, as well as publication of newsletters, journals and books.

### **The types of personal information that we collect**

The types of personal information we collect may include member's name, titles and qualifications, age and contact details (postal address, email address and telephone) membership category, date of joining, eligibility for Gift Aid, and joint membership with the BNHS and the Bedfordshire Bird Club (BBC).

We collect personal information directly from you when you:

- Fill out and submit a membership application form, a Gift Aid form or Direct Debit mandate.
- Submit a wildlife sighting record
- Apply for one of our project grants or awards
- Apply to attend a conference or engage with a project run by the BNHS
- Make a donation
- Purchase a publication
- Deal with us in person by telephone, letter or email

We respect the privacy of members, grant and award applicants and people providing wildlife records to our county recorders and aim to act in compliance with the General Data Protection Regulation (GDPR).

### **Why we collect your information**

We collect personal information for a number of reasons:

- Our primary purpose for collecting information is to fulfil our obligation to send members their subscribed publications to the address they supplied namely, the BNHS newsletter, annual journal and programme of events, and this may be by post or electronically.
- Sending emails relating to surveys, events, requests for information and other topics appropriate to our role as a charitable natural history society for Bedfordshire.
- Submission of a wildlife record or photograph creates data which may be classed as personal information. Names and contact details are collected of anyone submitting wildlife records to any of our county recorders in order to help verify records and to acknowledge records in our publications where appropriate.

If you are under 18 years of age and wish to engage with membership and projects then we will require permission from a parent or guardian to store and, in some cases, to use your personal data. If we obtain personal information from you whilst you are under 18, this information may remain associated with your profile when you reach the age of 18. After this point you will be able to manage your personal data preferences alone.

### **How we store your information**

Personal information of members is stored on a password protected electronic database held by our Membership Secretary. Names of people submitting wildlife records are an important part of those records and are held on password protected electronic databases maintained by the relevant county recorders.

### **What we may do with the information we collect**

BNHS and BBC will never sell your personal data and will only ever share it with other individuals or organisations where necessary, and where guarantees as to its privacy and security have been provided.

When you interact with the BNHS and BBC, and have not advised us to the contrary, you are agreeing that we may use your personal information for the purposes set out in this policy, and as necessary for the legitimate interests of the BNHS and BBC.

BNHS seeks to balance the preservation of your rights under the legislation, with the society's legitimate interest in promoting and managing volunteering activities associated with the recording of the natural history of Bedfordshire. This activity is central to the achievement of our charitable objects and delivers scientific rigour to our survey endeavours. We reinforce your rights by offering you the option not to receive information linked to this purpose. If you feel your personal rights override our legitimate interest, you will have the opportunity to ask us not to use your information in such a way.

### **How we share your personal information**

The personal information of BNHS members held in the membership database is NOT shared with any third party unless you have given your express permission for us to do so.

In order to mail publications to you a spreadsheet containing names and addresses, relating to membership of BNHS/Bedfordshire Bird Club, is sent to the typesetters for use by their preferred printer to distribute publications by direct mail. This spreadsheet is deleted after use.

All wildlife records collected by the BNHS county recorders are passed on to the Bedfordshire & Luton Biodiversity Recording & Monitoring Centre (BRMC), a partner of the BNHS. The only personal information passed on to the BRMC is the name of the person who supplied the original record. Anyone supplying a wildlife record to a county recorder can stipulate that their name is not attached to the record when it is passed on to the BRMC if they so desire. Where the BNHS has given permission, the BRMC may make anonymised records available to others in accordance with its policies available here:

<https://www.bedscape.org.uk/BRMC/newsite/index.php?c=about.policies>

This may include providing records in commercial data searches (the BRMC is a not for profit organization hosted by the Wildlife Trust for Bedfordshire, Cambridgeshire and Northamptonshire), and as a data partner of the National Biodiversity Network (NBN) the BRMC may also release records as open data on the NBN Atlas.

### **Links to external sites**

Please note that our website may contain links to enable you to visit other websites of interest easily. However, once you have used these links to leave our website, you should note that we cannot be responsible for the protection and privacy of any information you provide while visiting those sites, which are not governed by this privacy policy. You should exercise caution and look at the privacy policy applicable to the site in question.

### **Requesting changes to personal information**

You can request changes to be made to your personal information in writing, and must provide proof of identity, such as an old address or by sending the request from the email address that we hold for you.

### **Deletion of personal information**

Where membership has lapsed, resignation, or following the death of a member, personal details will be deleted after two years. This is to allow subscribers who have forgotten to renew membership to be reminded and to catch up, or to allow family members to continue membership.

If a valid request to delete membership details is received, this will be done as soon as it is confirmed by the member, having provided proof of identity, within the timescale laid down by the GDPR).

### **Access to personal information**

You can unsubscribe from email communications at any time by contacting us directly to update your contact preferences.

You can request access to the personal information we hold about you by contacting one of the honorary officers of the society listed below. Proof of identity will be required, such as a postal or

email address to match that which is held for you. We will respond within the statutory limit of 40 days.

Hon Chairman  
[chairman@bnhs.org.uk](mailto:chairman@bnhs.org.uk)

Hon Secretary  
[secretary@bnhs.org.uk](mailto:secretary@bnhs.org.uk)

Hon Membership Secretary  
[membership@bnhs.org.uk](mailto:membership@bnhs.org.uk)