

## **Data Protection Policy and Procedures for Surrey Bird Club**

The Data Controller for the purposes of the GDPR is the Chairman of the Club. This document should be read in conjunction with the Surrey Bird Club Privacy Policy

### **Personal data held by the Club**

#### **Membership Records (Past and Present)**

These include names, contact addresses, telephone numbers, dates of birth, e-mail addresses and joining and leaving dates. The records also show the amount of membership fee paid, how and when paid, whether communications can be sent electronically and whether or not the member has signed the Giftaid Declaration.

The membership records are kept by the membership secretary and the personal details of members will only be supplied by the membership secretary:-

- a) to other committee members for use in connection with the Club's activities
- b) to an organisation sending out any Club publication on behalf of the Club (names and addresses only with the Club requiring that the organisation only use the records as a mailing list and that the records be destroyed once the publication has been sent out)
- c) to another member as long as the member whose details are being supplied agrees to those details being supplied
- d) for publication in the Club's Newsletter (name and nearest town only)
- e) to an organisation so that it can hold the member's name, salutation and e-mail address for the purpose of sending out e-mails to all members for whom the club has e-mail addresses (as at 2018 this organisation will be Mailchimp and any member can unsubscribe from that mailing list at any time)
- f) to the organisation providing the online backup for the membership records

Records of past members will be retained by the Club for 7 years after the cessation of membership. At that time all documentation and information relating to that member's membership record will be destroyed or deleted as appropriate.

#### **Other Data Records held by the Club**

##### **1. Bird Observations**

These will involve sightings of birds reported by not only members of the club but also by other members of the public. These records are kept entirely separately from those kept by the membership secretary and are kept by the County Recorder and his assistants.

- a) Non-rarity sightings: Such records (when sought by the club) only ask for the name of the person making the report plus where that person was when the sighting was made. There is a space for notes where additional contact details can be supplied if the observer wants to supply such details.
- b) Rarity sighting. Such records (when supplied to the club) ask for not only the name of the

observer but also the address and telephone number of the observer. Also the observer has to indicate where that person was when the sighting was made.

Some of these records are passed to the birds report editor for inclusion in the bird reports. The bird report editor passes these records on to her assistants for compiling. Some of the records are used in the quarterly newsletter and so are passed to the person writing the quarterly newsletter's Bird News. Such records only include the name of the observer. Only if there is a query over the record are the contact details of the observer passed over.

By supplying sightings, unless the person reporting the sighting has advised to the contrary, the person is agreeing that the Club may use his or her personal information supplied with that sighting for the following purposes:

1. to distribute or lend the personal information to organisations with which the Club shares survey information
2. to publish on the Club's website, in the Club's Bird Reports, newsletters and other publications (name of the person only unless the person concerned agrees otherwise)
3. to supply to the organisation providing the online backup for the bird records

Save as listed in 1-3, the Club will only supply the sightings personal information to any other third party (unless the Club has permission from the person) if required to do by law.

The club does not intend to destroy at any time any bird observations as it is never known when recourse might be needed.

## **2. Bird Photographs**

These will show the name of the photographer and the date and location when the photograph was taken. These photographs are taken not only by members of the club but also by members of the public. These photographs are kept separate from those kept by the membership secretary and the County Recorder. The majority of the photos are stored either by the newsletter editor, the webmaster or the bird report editor.

By supplying photos, unless the person supplying the photo has advised to the contrary, the person is agreeing that the Club may use his or her personal information supplied with that photo for the following purposes:

1. to publish on the Club's website, in the Club's Bird Reports, newsletters and other publications
2. to supply to the organisation providing the online backup for the bird records

Save as listed in 1-2, the Club will only supply the personal information connected to a photo to any other third party (unless the Club has permission from the person) if required to do so by law.

The club does not intend to destroy at any time any bird photographs as it is never known when recourse might be needed.

## **3. Other personal information (members and non-members)**

a) Members who pay by standing order sometimes supply details of their bank account. These details are not part of the membership database but a copy of the standing order form (if supplied) is retained by the membership secretary in case there is any query over the standing order in the future.

b) Giftaid forms

c) Field trip lists. The club endeavours to make a list of all those attending a field trip. Any list will be destroyed in the membership year running 7 years after the field trip.

- d) Personal information provided on purchasing a publication from the club will be destroyed in the membership year running 7 years after the purchase.
- e) Non-members may supply personal information for example on attending a field trip or when purchasing from the club. This personal information will not be supplied to anyone other than other committee members unless it is necessary for the Club to do so in order to arrange for the delivery of a purchased item or if the non-member consents to the supply of such information. An example would be where a non-member wants to join in a field trip and would like a lift and supplies their telephone number so that arrangements can be made for that lift.
- f) Questionnaires sent to club members will be destroyed /deleted 7 years after completion.

#### **4. Committee members' personal information**

- a) Meeting minutes will retained permanently.
- b) Other personal information supplied will be destroyed 7 years after the committee member has retired from the committee.

#### **Supplying details of the particular personal information held.**

The Club is willing to supply at any time details of the personal information held about a person to that person upon application. If the information is required please write or e-mail to:  
Mrs Penny Williams at Bournbrook House Sandpit Hall Road Chobham Surrey GU24 8HA or e-mail [sbc@waxwing.plus.com](mailto:sbc@waxwing.plus.com)

The Club will correct as soon as possible any information found to be incorrect.