

General Data Protection Regulation (GDPR)

What is it?

Revised EU legislation designed to safeguard the public against abuse of their personal data stored electronically, or on paper. This legislation applies to all organisations that hold data on members or customers, so the **Ledbury Naturalists' Field Club** (hereafter **Ledbury Naturalists**) is required to bring its practices into line with GDPR.

What data do we hold on members?

Ledbury Naturalists holds personal data on all its members that is stored electronically and on paper. The electronically stored database is stored on the personal computer of the Honorary Secretary and a paper version is kept by the Membership Secretary. Data Controller and Data Processor roles are both carried out by the Honorary Secretary. Security measures are in place for protection of the electronic database and the paper copy is kept securely by the Membership Secretary.

The database comprises: your name, address, and category of membership. If you have provided details, we also hold your telephone number and email address. Bank details for those paying subscriptions by standing order are not stored electronically and are destroyed after transfer to the bank.

What use do we make of your data?

We use your data to communicate with you regarding: your membership, the annual general meeting, the winter and summer programme of events, and other information that we wish to make available to you. Email messages, the usual means of communication, are sent via *MailChimp* that has its own security measures. In order to send such messages we store your name and email address on the *MailChimp* database. Members without email receive hand-delivered information, but on a more limited basis. We do not make the membership database available to anyone else in the Club, or elsewhere, and do not sell/give your details to other organisations, even to other similar interest groups.

What are your rights with regard to your personal data?

Your rights over your personal data, which can be exercised at any time by contacting the Membership or Honorary Secretary, are to :

Request a copy of your personal data held by Ledbury Naturalists,

Request correction of your personal data held by Ledbury Naturalists,

Request removal of any or all of your personal data held by Ledbury Naturalists if you believe it is no longer required, or if you withdraw membership of the Club.

Complaints may be made to ICO Wilmslow Cheshire SK9 5AF Tel. 0303 123 1113.