



The Cotteswold Naturalists' Field Club

Privacy Notice

Introduction

The Cotteswold Naturalists' Field Club (CNFC) has prepared this statement to record what personal data is held by the CNFC and how it is used. It also lays out the rights of individuals in respect of that data.

On May 25th 2018 new Data Protection regulations will come into force, called the General Data Protection Regulations (GDPR). The GDPR lay out the controls that every organisation should have over the personal data they hold both on a computer and in hard copy form. At the moment under the Data Protection Act individuals have rights over their data but GDPR enhances those rights.

As a non-profit making organisation CNFC does not have to register with the Information Commissioners Office, as long as we:

- only process information necessary to establish or maintain membership and subscriptions;
- only process information necessary to provide or administer activities for people who are members of the organisation or have regular contact with it;
- only keep the information while the individual is a member or as long as necessary for member administration;

which is all we do.

However, the CNFC still has to abide by all relevant Data Protection rules and therefore the GDPR.

The Data held by CNFC on members is as follows:

For General Membership and Subscription purposes

Name, address, phone numbers - landline and mobile, where both supplied - and email address.

CNFC only uses this data to communicate with individuals and to organise the Club's activities – excursions, meeting, walks, lunches, socials etc. All information is held securely on password protected computers. After a member has left, the information is reduced to the minimum necessary to identify past members.

For Excursions and other Events

In addition to the above:

Emergency Contact details (next of kin, etc., and contact details); dietary needs; access/mobility needs.

Names of participating members to service-providers in limited circumstances – e.g. to ensure that dietary, access/mobility needs, etc., are met. Also, to facilitate efficient entry to venues, membership of bodies such as National Trust, English Heritage, Historic Houses Association.

This information is expunged once the excursions and annual accounts have been completed and, for example, any refunds paid.

For Long (residential) Excursions

In addition to the above:

Names of participating members to service-providers in limited circumstances – e.g. hotels to enable

bedrooms to be allocated and identified.

If a third party is engaged by CNFC to organise a long excursion - e.g. Just Go! Holidays – the CNFC will state on the booking form what contact and other personal data will be passed to the third party.

Health information provided in a sealed envelope by members to be held by the organisers and returned, except in an emergency, unopened to the member - GP contact details, medication, principal health conditions.

General

Please note that the CNFC, with the limited exceptions noted above, does not share any personal data with any outside organisations, unless stated in its booking terms and conditions.

An Individual's rights over their data held by CNFC under GDPR

- **the right to be informed** – about the personal data held by CNFC
- **the right of access** - you can ask what data is held on you
- **the right to rectification** - if incorrect CNFC is keen to correct any errors
- **the right to erasure** - CNFC will delete any personal data if requested to do so by the individual
- **the right to restrict processing** – CNFC will respond to any requests relevant to data held by CNFC
- **the right to data portability** – i.e. this right enables individuals to obtain and reuse their personal data for their own purposes across different services – and is unlikely to apply to data held by CNFC
- **the right to object** – you can object to any of your personal data being held by CNFC
- **the right not to be subject to automated decision-making including profiling**- not undertaken by CNFC

We hope that the above outlines what data is held by CNFC on individuals and why, and the rights individuals have in respect of that data. This statement will be reviewed at least annually and any changes notified to members.

Who to Contact

Please contact the Membership Secretary or Treasurer to raise any queries concerning personal data held for Membership or Subscription purposes. If the data is held by an Excursion / Event Organiser, please direct your enquiry to the relevant organiser. Officers' contact details can be found in the current Newsletter, Programme Card or the relevant Booking Form.

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