

## 1. About this Policy

1.1 This policy explains when and why we collect personal information about our members, volunteers, young explorer club participants and young explorer club contacts, how we use it, keep it and how we secure your rights in relation to it.

1.2 We may collect, use and store your personal data, as described in this data processing policy and as described when we collect data from you.

1.3 We reserve the right to amend this policy from time to time without prior notice. If the policy is amended this will be posted on our website (<http://bnss.org.uk>), but amendments will not be made retrospectively.

1.4 We will always comply with the General Data Protection Regulation (GDPR) when dealing with your personal data. Further details on GDPR can be found at the website of the Information Commissioner ([www.ico.gov.uk](http://www.ico.gov.uk))

## 2. Who we are

The Bournemouth Natural Science Society (BNSS) and can be contacted via our premises at 39 Christchurch Road, Bournemouth, BH1 3NS tel: 01202 553525 (Office Hours Tuesday 10.00-14.00) or [contact@bnss.org.uk](mailto:contact@bnss.org.uk)

## 3. The Information we collect and why

BNSS may hold the following data in BNSS digital files and on paper application forms:-

3.1 Purpose: To manage the member's membership of BNSS

3.1.1 Legal Basis: Performing BNSS legitimate interests in operating the Society and performing the Society's contract with the member.

3.1.2 Type of information:

- a) Full name and postal address of member
- b) Year of joining
- c) E-mail address for the purpose of communication of relevant information.
- d) Telephone number(s) both landline and mobile.
- e) Preferred method of subscription or renewal and direct debit details where relevant.
- f) Date of birth for members under 18 when joining

3.2 Purpose: To assist in managing and optimising the volunteer's support of BNSS

3.2.1 Type of information:

- a) Full name and postal address of volunteer
- b) Date of starting and leaving voluntary position
- c) E-mail address for the purpose of communication of relevant information
- d) Telephone number(s) both landline and mobile
- e) Date of birth

- f) Next of kin
- g) Any medical conditions that may be relevant to the volunteering role
- h) Interests, relevant qualifications, volunteering preferences and availability
- i) A record of training given and achievements while at the society

3.2 Purpose: To manage the running of the 'young explorers' club

3.2.2 Type of information:

- a) Name and age of young explorer
- b) Home address and telephone number of young explorer
- c) Name and email address of accompanying adult who is the designated contact
- d) Any medical instructions that may be relevant to the young explorer's participation in the club

#### **4. Protection of Personal Data**

4.1 We have implemented generally accepted standards of technology and operational security in order to protect personal data from loss, misuse, or unauthorised alteration or destruction.

4.2 Please note however that where you are transmitting information to us over the internet this can never be guaranteed to be 100% secure.

4.3 We will notify you promptly in the event that we become aware of any breach of your personal data which might expose you to serious risk.

#### **5. Who else has access to the information you provide us ?**

5.1 We will never sell your personal data. We will not share your personal data with any third parties without your prior consent (which you are free to withhold) except where we are required to do so by law.

#### **6. How long do we keep your information ?**

6.1 We will hold your personal data on our systems for as long as you are a member of BNSS or Young Explorers and for as long afterwards as is necessary to comply with our legal obligations. We will review your personal data at least once a year to establish whether we are still entitled to process it. If we decide that we are not entitled to do so, we will stop processing your personal data except that we will retain your personal data in an archived form in order to be able to comply with future legal obligations e.g. compliance with tax requirements and exemptions, and the establishment exercise or defence of legal claims.

6.2 We securely destroy all personal data using generally accepted standards once we have used it and no longer need it.

#### **7. Your rights**

7.1 You have rights under GDPR

7.1.1 to access your personal data

7.1.2 to have your personal data corrected if it is inaccurate or incomplete

7.1.3 to have your personal data erased in certain circumstances

7.1.4 to object how or to restrict how your personal data is processed

7.1.5 to have your personal data transferred to yourself or to another party in certain circumstances.

7.1.6 to be provided with information about how your personal data is processed.

7.2 You have the right to take any complaints about how we process your personal data to the Information Commissioner: [https://ico.org.uk/concerns/0303 123 1113](https://ico.org.uk/concerns/03031231113)

For more details please address any questions comments and requests regarding our data processing practices to our Data Controller c/o BNSS (see point 2 above).