

Privacy Policy

This policy was adopted by the Committee on 23rd May 2018 and will be due for review in May 2019.

Introduction

The Wharfedale Naturalists' Society treats your privacy rights seriously. This privacy policy sets out the way in which we process your personal information and how we use it. The Data Controller is the Committee of the Wharfedale Naturalists' Society.

How we collect your information

We collect your personal information when you complete an enrolment or renewal form, either online or on paper.

Data we gather

When you join the society, we ask you to provide:

- Your full name and postal address
- A telephone number (mobile and/or landline)
- An email address.

How we store the information

Our membership records are held securely in a password protected electronic membership spreadsheet. Only named committee members have access to the spreadsheet when the information is needed for them to carry out their duties.

How we use the information

1. We will use the information you have provided to communicate with you and to administer your membership. This includes monitoring your subscription payments, giving you notice of Annual General Meetings, providing newsletters and informing you of WNS and other related nature conservation activities.
2. To monitor, develop and improve the provision of our activities including the demand for new and existing activities.
3. If you Gift Aid your subscription, we include your name and address in a spreadsheet that we upload to HMRC via a secure online portal.

We will not share your data with any other third parties.

How long your information is kept

We retain your details in our electronic membership management system for a year after your membership lapses in case you decide to re-join in this period. If you prefer, you can ask the Data Processor to delete your record immediately. If you submitted your enrolment or renewal on a paper form, we will retain the form for one year before destroying it.

Your rights

You have the right to ask us, in writing, for a copy of all the personal data we hold about you.

Updating and amending your personal information

If the information we hold about you needs amending, please contact our Data Processor who will make the changes for you.

How to contact us

Email addresses and telephone numbers for members of the Wharfedale Naturalists Committee are on your copy of our programme and on our website <http://www.wharfedale-nats.org.uk>