

General Data Protection Regulations (GDPR) 2018 Bradford Ornithological Group Compliance Statement

The Bradford Ornithological Group keeps the personal data of its members for the purposes of managing membership subscriptions and to communicate with the membership on issues relevant to the Group.

The Bradford Ornithological Group complies with the General Data Protection Regulations (GDPR) 2018 by adhering to the six data protection principles.

On behalf of the Bradford Ornithological Group (also referred to in this statement as the Group): -

- The data controller is the Membership Secretary
- The data processors are the members of the Committee

A copy of this GDPR Compliance Statement is published on the Bradford Ornithological Group Website at www.bradfordbirding.org.

The six principles of the General Data Protection Regulations

Article 5 of the GDPR requires that personal data shall be: -

a) processed lawfully, fairly and in a transparent manner in relation to individuals.

The Bradford Ornithological Group has a lawful and legitimate purpose for the collecting and processing the personal data of the membership of the Group. The Group does not collect any sensitive personal data.

b) collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes.

The Bradford Ornithological Group collects and processes the personal data of its members solely for the purposes of managing membership subscriptions and to communicate with the Group or individual members of the Group on issues relevant to the Group. The Group never discloses personal data to any third party for any purpose.

c) adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.

The Group only keeps personal data relevant to managing membership subscriptions and to communicate with the membership. Essentially, the personal data kept by the Group includes only the names, addresses, contact details and records of payment of membership subscriptions.

d) accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay.

The membership is requested to notify the Group of changes of personal details. The data controller will update personal data without unnecessary delay as changes are notified.

e) kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the

appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals.

The Group keeps personal data for all current members. The Group also keeps the personal data for lapsed members for the previous subscription year. The Group deletes the personal data for lapsed members after one year as it assumed that after this time, the membership will not be renewed.

Any member or lapsed member can require that the Group immediately delete their personal data in whole or in part. Where appropriate, alternative arrangements for communicating with that member or for storing their personal data will be made.

f) processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

The Bradford Ornithological Group keeps personal data in electronic format on a password protected spreadsheet. Only the Membership Secretary and the Chairman have copies of the spreadsheet. The Membership Secretary maintains a backup copy of the spreadsheet in a secure location. Other committee members may use the personal data for legitimate purposes relevant to the activities of the Group. Once that purpose has been fulfilled, the committee member will delete the personal data. Printing copies of personal data is not generally necessary and is discouraged. Any printed copies of personal data will be destroyed once the purpose for which it was printed is fulfilled.

The Group has a password protected Microsoft e-mail account where personal data in the form of names and e-mail addresses are stored on a contacts list. Only the Membership Secretary has access to this e-mail account and it is used exclusively for correspondence associated with the Group activities. The e-mail account contact list has the e-mails of current members, recently lapsed members and some other individuals and organisations with whom BOG has had recent correspondence. The personal data for recently lapsed members will be deleted after one year.

Personal data will not be transferred between members in group correspondence. The bcc circulation function will be used when sending e-mails to either the whole or part of the Group membership.

E-mails and other non-electronic correspondence with members or third parties will generally be deleted or destroyed within 6 months once the subject of the correspondence is no longer relevant.

E-mails concerning the general activities of the Group and documentation relevant to the management of the Group e.g. minutes of the AGM and other committee meetings, will be kept by the Chairman or Group Secretary for as long as they may be required for record purposes. Personal data will not generally be recorded in minutes of meetings unless there is a specific need to do so.