

## **Rochdale Field Naturalists' Society**

### **Data Protection Policy**

Rochdale Field Naturalist' Society will only keep personal information in order to:

- Record a list of members
- Manage subscriptions
- To communicate information on meetings, field trips and other matters relating to the society.

We will keep records of your name, address, email address and telephone number. All members of the Society must give their consent for their details to be stored, and agree to communications from the Society on matters relating to the society. Without this consent no details will be kept, resulting in no communication.

The society will do its utmost to ensure your data is secure. The information will be kept on a computer that has regular security updates. It will be kept up to date by our Data Protection Officer (Currently the Secretary). All records that are no longer needed will be destroyed. In the unfortunate event of a breach of this security we will inform you promptly.

Your data will **never** be shared with another organisation without first obtaining your permission.

Within the society only members of the Committee, i.e. the Secretary, Chairpersons, and Treasurer together with the Recording Administrator will have access to your data unless you allow other steering group members to hold your information.

All mass communication must be done through the Secretary.

All mass emails will use the bcc so that only your email is seen.

If your details are needed as a contact (for example for an outdoor event) only your telephone number will be shown to the public, in order that your email address will not be hacked.

You have the right to

- See what information is stored about you
- Be removed from any mailing list
- Have your data and history deleted from our records
- Change your details