

Cheshire and Wirral Ornithological Society (CAWOS) - Data Privacy Policy

On May 25th 2018, new legislation came into effect – the General Data Protection Regulation (GDPR). More information about this can be found on the Information Commissioner's Office website (see below). This Privacy Notice tells you what to expect when CAWOS collects your personal information. It specifically applies to the information we collect on Membership application and renewal. It also applies to information we collect about you in other contexts, such as, as event participants, website users or providers of bird records. The way that CAWOS uses and protects personal data is based on the Legitimate Interests provision of GDPR.

CAWOS is committed to protecting your privacy and ensuring the security of your personal data.

Membership data

1. Members' data collected by CAWOS is held in the Membership database. The content and management of the database are the responsibility of the Membership Secretary. The database is password protected.
2. The information is used to maintain the list of members, including adding new members, recording subscription renewals, monitoring and following up failure to renew subscriptions. It is also used to generate our Gift Aid claim. Information may need to be passed to HMRC. The information is removed from the list for lapsed members two years after the year they cease to be a member. Information on deceased members will be removed in the year after the year when we were notified of the death.
3. The address information (Name, address, post code) is sent, via the editor, to the printer of the Newsletter in order to mail out printed copies. The same information is sent via the editor, to the printer of the Bird Report in order to mail out the report.
4. The email address (or the postal address if no email address is known), is used by the Membership Secretary to follow-up cases where subscription renewals have not been received.
5. The email address is used by the Programme Secretary to inform members of CAWOS-organised activities, including workshops, meetings, and events, and may also be used to provide selected information of ornithological interest, either locally or nationally.
6. Members' personal data will not be used for marketing purposes, nor will it be passed to any other organisation or person.
7. The information in the Membership Database is not used for any other purposes and is only shared, on a need to know basis, with members of Council. You have the right to see the personal data that we hold and the right to have any incorrect information amended. You also have the right to request that personal data is erased, or to object to its processing. However, in this event, we may no longer be able to communicate with you about your membership, or to provide the Newsletter and Bird Report. This may negate the benefits of membership.

8. You have the right to complain to the Information Commissioner's Office (ICO) if you believe your personal data has been misused.
9. Any queries about personal data and its use should be addressed to the Membership Secretary.

Other personal data

1. The CAWOS website uses cookies to track usage. Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. This information is used to track visitor use of the website and to compile statistical reports on website activity. You can set your browser not to accept cookies.
2. Bird Records. CAWOS collects bird records from various sources - with the agreement of the submitter. These records may contain name, address, phone number and email address. The submitter's name will be added with the record to the CAWOS bird database and will be passed to the BTO when Cheshire and Wirral records are added to the BTO records database. The other information is only used by the County Recorder, if needed, to communicate with the submitter.

Changes to our privacy policy

We keep our privacy policy under regular review and when we update the policy, we will inform members in the next Newsletter. This privacy policy was last updated on October 18th 2018. Before undertaking any future projects that may impact upon the nature of personal data being collected and processed, a privacy impact will be undertaken, and if necessary this policy will be reviewed and updated.

Contact details

To exercise all relevant rights, queries or complaints, please in the first instance contact the Membership Secretary at memsec@cawos.org or Phil Hampson, 2, Winsfield Road, Hazel Grove, Stockport, SK7 6ES (01625 260059.)

You can contact the Information Commissioner's Office on 0303 123 3113 or by email at <http://ico.org.uk/global/contact-us/email> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Websites referenced

Information Commissioner's Office

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr>

Websites linked to CAWOS

<http://www.cawos.org>

<http://www.cheshireandwirralbirdatlas.org/index.htm>