



# The British Herpetological

Society

## **Data Protection & Privacy Policy**

*Version dated: 25 May 2018*

### ***Background***

Under the Data Protection Act 1998 (DPA) and General Data Protection Regulation (2018) any information that is not in the public domain relating to a living individual is classed as Personal Data. It is often necessary to share Personal Data with third parties, and the purpose of the DPA is to govern the responsibilities of such data holders. As part of our work and other activities, we hold Personal Data of BHS Council members, BHS members, correspondents, contributors (e.g. to our publications), suppliers and others, in electronic and other formats. To comply with the DPA, we are registered with the Data Protection Commissioner, and our computer systems are password-protected, virus-protected and firewall-protected. We ensure that we have the subjects' permission to hold their Personal Data (opt-in is detailed on BHS Application Forms and taken as granted on submission and acceptance of a completed application form and the corresponding payment), and we manage it with due care and diligence.

### ***Personal Data we hold***

We typically hold the following Personal Data for BHS members: name, status, address, telephone numbers, email address, records of payments received (but not bank or credit/debit card details) gift aid nomination if applicable and the membership number allocated to each individual. For online members, we also typically hold a password for access to online services, such as publication download. For members of our governing Council, we may also hold information on qualifications, skills, and other pertinent attributes. We only hold Personal Data for members with valid and in-date subscriptions. Consent for BHS to hold Personal Data is taken as granted when the subscription application is received and accepted. We will not contact ex-BHS members after their subscription has lapsed.

### ***What we use it for***

We use Personal Data in order to administer our normal duties effectively and efficiently, and to ensure that we keep accurate records and payment systems. For members, we need their Personal Data to support records including the Society's financial accounts as required by the Charity Commission, ensure that they (the members) are provided with all items due with their subscription (such as access to online publications or delivery of printed copy and membership cards) and send them email notifications of meetings and other items of interest for the duration of the subscription.

### ***With whom we share it***

We only share Personal Data when and where necessary. No Personal Data is shared without the knowledge of the individual concerned. Normally, Personal Data is shared only among our governing Council members (if required), and with elected suppliers of services such as web interface management. We never sell or exchange data with third parties.

### ***Website cookies***

Websites commonly use small files called 'cookies' on the visitor's machine, to make browsing more efficient, and to collect information. This requires the proactive acceptance of the web visitor. If the BHS website uses cookies, we obtain the permission of visitors for us to install cookies on their machines.