**The Data Protection Policy of**

**West Berkshire Countryside Society**

**Introduction**

This policy sets out the different areas where user privacy is concerned and outlines the obligations & requirements of the West Berkshire Countryside Society hereinafter called the Society, its members and its volunteers.

**Use of cookies**

**What are cookies?**

Cookies are small files saved to the user’s computer’s hard drive that track, save and store information about the user’s interactions and usage of the website. This allows the website, through its server to provide the users with a tailored experience within this website.

**What do we use cookies for?**

The Society does not use or save any information collected by cookies.

**Personal information**

New Members and/or volunteers of the Society will be required to provide personal information (name, address, email, account details, etc.). Existing members have already supplied this information. The Society will use this information to administer membership and volunteers. The Society will ensure that all personal information supplied is held securely in accordance with the Data Protection Act 1998 and new laws which come into effect on the 25th May 2018. Further, by providing telephone and email details, the member/volunteer consents to the Society contacting them using these methods.

On occasion it is necessary for the Society to hold landowner contact details for the purposes of liaising with landowners regarding tasks and barn owl box management.

**Information collection and use**

**How do we collect information?**

The Society collects information when members/volunteers directly give it to us.

When a person signs up with the Society as a member and/or volunteer, they choose to voluntarily give us certain information – for example, by completing a membership; and/or standing order; and or volunteer form. This information required a direct action by the person at that time, in order for us to receive it, implying agreement to the use of this information accordingly.

When a landowner agrees a task with WBCS or agrees to host a barn owl box the Society will explain that their data will be held for the purposes of liaising with them regarding the management of the tasks and barn owl box monitoring.

**How long do we keep member/volunteer information for?**

The Society will not retain member/volunteer personal information any longer than necessary. We will hold onto the information provided either while the person’s membership continues or whilst they are volunteering on our behalf.

**Data gathering and Society forms**

The Society will not sell or rent members/volunteers/landowners personal (identifiable or not) information gathered, e.g. via membership, standing order, volunteer forms to anyone.

**Choosing how we use your data**

We understand that members/volunteers entrusted us with their personal information and we are committed to ensuring that WBCS manage the privacy and security of their personal information.

With respect to the information relating to the member/volunteer that ends up in our possession, and recognizing that it was/is their choice to provide us with their personally identifiable information, we commit to giving them the ability to do all the following:

• verify the details submitted to the Society by contacting our enquiry service on enquiries@westberkscountryside.org.uk. Our procedures mean that we may request proof of identity before we reveal information, including e-mail address.

• contact us by the same method to change, correct, or delete their personal information held by the Society at any time.

• unsubscribe from receiving information emails from us by replying to an e-mail from us with a one-word message “Unsubscribe”. Once a member/volunteer has done this, they will no longer receive any emails from us and their details will be deleted from our records.

**Procedure for editing member’s/volunteer’s personal information**

The updating of member’s/volunteer’s details shall be carried out by the members of the committee specifically tasked to maintain these records:

* The membership records (known as the Database) shall be maintained by the Membership secretary. This information shall be shared in a secure method with the person who is responsible for distributing Upstream and other information.
* The Volunteers records shall be maintained by the Volunteers Group Coordinators.
* The Barn Owl Group(s) records shall be maintained by The Barn Owl Group Leaders.
* Landowner contact details will be retained as encrypted files for the period during which tasks are being managed and barn owl boxes are being monitored and used for these purposes only.

**Updating of this policy**

Please note, we are constantly reviewing how we process and protect data. Therefore, changes to our policy may occur at any time. We will endeavour to publicise any changes as they occur.

**Data Controller and Data Processor**

**The WBCS Committee will act as Data Controller and will oversee the secure and correct management of data. The individual officers of the Society will process and use that data for the management of membership, volunteers, barn owl monitoring and organization of practical tasks.**

**Policy Adopted, Date: 1st June 2018**