

Warwickshire Bat Group - Privacy Policy

If you use our services, are a member, donor or supporter, or simply visit our website, this information applies to you. This privacy policy is provided in sections in the hope that it will make it easier for you to access the information you need.

1. Who we are

The Warwickshire Bat Group ("WBG") is a group of volunteers who seek to participate in and promote the conservation of bats and their habitats in Warwickshire.

WBG respects your privacy and is committed to protecting your personal data in a way that respects your individual rights while enabling us to continue working to protect bats and the landscapes on which they rely. This privacy notice will inform you as to how we look after your personal data and tells you about your privacy rights and how the law protects you.

Website: www.warksbats.co.uk

2. Rights of the data subject

The GDPR / DPA 2018 provides the following rights for individuals:

- The right to be informed
- The right of access
- The right to rectification
- The right to erasure
- The right to restrict processing
- The right to data portability
- The right to object
- Rights related to automated decision-making including profiling

Summaries of these rights are explained below but further information and details on limitations can be found at <https://ico.org.uk/your-data-matters/>

Your rights are:

a) Right to be informed (right to know whether we process your data)

You have the right to be informed who is collecting and using your personal data. We (WBG) only collect personal data under the following circumstances:

When you join the group (WBG), we ask you to provide your name and contact details. We hold this data securely and only use it to contact you about WBG activities and membership matters such as membership renewals.

When you contact the group by email (using [enquiries@](mailto:enquiries@warksbats.co.uk), [membership@](mailto:membership@warksbats.co.uk), [walktalk@](mailto:walktalk@warksbats.co.uk), [web@](mailto:web@warksbats.co.uk)) or through the WBG discussion group, your email address and any personal data that you choose to send us is captured and used to provide you with a response. When you contact the group in person, for example at a public event, no personal data will be collected or held unless you ask for it to be.

b) Right of access (right to know what data we hold about you and how we process it)

You have the right to access information we hold about you and to ask us supplementary information about:

- The categories of data we are processing – see above
- The purposes of the data processing - see above
- Under what lawful basis we are processing those data – membership information is processed on the basis of 'contract' rather than 'consent'. If you choose to contact us with

an enquiry, the lawful basis for our using the information you provide is 'consent' as defined in Article 4 of the General Data Protection Regulations.

- The third parties to whom the data may be disclosed - WBG does not share your data with any third party except with your express consent.
- How long we will store your data – membership data is held for as long as you choose to remain a member of the group. We then hold it for a further 12 month period, to facilitate re-instatement should you have lapsed your membership by mistake.
- Your other rights regarding our use of your data - You can exercise your rights by emailing us at membership@warksbats.co.uk

c) Right to rectification (correcting your data)

You have the right to request we correct any inaccurate personal data we hold about you.

d) Right to erasure (right to be forgotten)

You can ask us to erase any personal data we hold about you, which we will do without undue delay where it is no longer necessary for us to hold the data for the purposes for which they were processed. If we are unable to erase data because of a legal obligation, we will explain this to you in our response.

e) Right to restrict processing (limiting use of your data)

You can ask us to restrict or suppress your personal data if you have concerns about the accuracy of the data or the way in which it is being used. You can also ask us not to delete your data, for example, if you need it retained for certain legal claims or you have raised certain concerns over the lawful basis for the processing.

f) Right to data portability (to take your data elsewhere)

You can ask us to provide you with a usable copy of the personal data we hold about you, either by providing it to you directly or by transferring it to another organisation you specify.

g) Right to object (object to some processing)

You have the right to object to processing of your personal data. You have an absolute right to stop your data being used for direct marketing.

h) Right to withdraw consent (if applicable)

Where your personal data is processed using consent as the lawful basis, you have the right to withdraw consent at any time. You will be informed about the ways you can withdraw your consent at the point of data collection. If we do not have another legal basis we will stop processing your data. If we do have another legal basis we may continue processing your data subject to your legal rights.

3. Existence of automated decision-making

We don't do any automated decision-making or automated profiling.

4. Security of personal data

We have technical and organisational procedures to safeguard and secure the information we collect.

Although we will do everything, we can to keep your data secure, please remember that no transmission of information over the internet is 100% secure, and we cannot guarantee the security of such data.

You are responsible for keeping the passwords you use for accessing our discussion group confidential.

5. The right to lodge a complaint with a supervisory authority

Initially please contact WBG so we have a chance to address your concerns: please contact WBG's Membership Secretary on membership@warksbats.co.uk.

If WBG has not resolved your concern within a reasonable amount of time or if you are not happy with the decision, you can raise the matter with the UK Information Commissioner's Office at <https://ico.org.uk/make-a-complaint/> or by phoning 0303 123 1113.

6. Your choices

You can choose not to provide us with personal data – you can use our website, but we will not be able to process transactions without personal data.

You can turn off cookies in your browser settings – you can block and delete cookies through your browser settings. You can still use our website, but some areas may not work effectively.

7. Data collection through our website

We are collecting data, and/or you are providing it whenever you browse our website; communicate with us via telephone, email or web forms; use our services; register for our events, enter into contracts with us; or when you opt into being contacted.

For most data collection, such as donations, membership, etc. we will provide you with additional privacy information at the point of collection.

The use of the WBG website is possible without providing any personal data; however, if you want to learn more or make an enquiry via email, processing of your personal data will become necessary. If the processing of personal data is necessary and there is no statutory basis for such processing that we have communicated to you, we generally obtain consent from you at the point of collection. At the point of collection, we will inform you of the type and purpose of data processing and how long we will retain your data.

8. Cookies

We use cookies. A cookie is a very small text file placed on your computer's hard drive (by the website server) when you visit certain web pages. It is associated with the computer that you are using, and it cannot deliver viruses. The WBG website uses some cookies - for example, cookies are used to save your preference for the style of the events list. If you disable the use of cookies in your browser, we cannot guarantee that all parts of the site will work. These may be 'session' cookies which delete themselves after you leave our website, or 'persistent' cookies which help us to recognise you when you return. We use no third-party cookies.

Using cookies, WBG can provide the users of this website with more user-friendly services that would not be possible without the cookie setting. You can typically block or delete cookies through browser settings on your computer.

First party cookies include:

- ASP.NET_SessionId – a session cookie
- EventListStyle – a cookie to store the display preference for the events list

9. Routine erasure and blocking of personal data

We will process and store your personal data only as long as is necessary to achieve the purpose of processing or as is necessary to comply with other laws.

11. Policy review

We will review our privacy information annually and update as necessary. If we plan to use personal data for a new purpose, we will update our privacy information and communicate the changes with you before we start any new processing.

Privacy policy last reviewed 20/01/2019