

HERON-ALLEN SOCIETY PRIVACY POLICY AND DATA PROTECTION INFORMATION

The officials of the Heron-Allen Society hold personal records of all the Society's members.

This document explains why we keep this information, how we use it and keep it safe, what responsibilities we have towards it, and what rights the members have with regard to their data.

1. What data do we keep?

We keep a note of all our members' names, postal addresses, and if possible phone numbers and email addresses.

2. For what purpose do we keep this information?

This is so that we can keep in touch with our members, let them know of events, research developments, etc., and send out our publications, and for our treasurer to let them know when subscriptions are due. We will not use this information in any connection not relating to the Heron-Allen Society.

3. How long do we keep this information?

We keep each member's details only as long as they remain a member of the Society. Once a member ceases to belong to the Society, we will remove their details from our system.

4. How do we keep this information safe?

The information is kept on the personal computers of the officials of the Society (Chairman, Treasurer, Secretary) and in their email address books and files and those of the rest of the Committee. It is kept safe by the protective software and passwords installed in their computers, and by the physical security of their machines.

It will never be shared with other members of the Society, or with any third party, except where we have obtained the member's consent so to do.

5. What are our responsibilities with regard to this information?

If we detect any data breach, we will let members know immediately, and take any other steps appropriate to the nature of the breach.

6. What rights do members have with regard to our holding of their data?

In joining the Society members have voluntarily shared with the officials such details as they choose, and are deemed to have given the Society permission to hold this information by filling in and submitting our membership form and paying the subscription.

Members have the right at any time to see what information the Society holds about them.

If at any time a member wishes to withdraw their permission for the Society to hold any or all of their data, they are fully entitled to do so, bearing in mind that this will affect our ability to communicate with them.

7. How can a member exercise these rights?

Members can contact the officials by email, phone, or post, and find all these details on our website at www.heronallensociety.co.uk or in our regular publications.