

LROS Privacy Policy

1. Who are we?

The Leicestershire & Rutland Ornithological Society (LROS) was founded in 1941, and now has around 600 members. Our aims are to promote the study, conservation and enjoyment of birds and birding in Leicestershire and Rutland, to record and publish members' sightings, and organise survey work to further our knowledge of the birds of Leicestershire and Rutland. See the 'Bird Recording' section for details of how you can share these objectives.

The LROS organises a range of other activities and facilities for its members. These include a monthly Newsletter, an Annual Bird Report, outings, indoor meetings and fieldwork. You will find full details of these and other Society activities in the 'About LROS' section.

The LROS is entirely run by volunteers and always appreciates any help members can offer.

2. Our commitment to your privacy

We are committed to keeping your personal details safe. This policy explains how and why we use your personal data, to ensure that you remain informed and in control of your information.

Any references to the Leicestershire and Rutland Ornithological Society (LROS) or to 'we' or 'us' refers to the Leicestershire and Rutland Ornithological Society. We are a registered charity in England and Wales, and our registered charity number is 254645.

We use three key definitions to describe people mentioned in this policy. These are definitions used by the Information Commissioner's Office (ICO), the UK's independent body set up to uphold information rights (www.ico.org.uk)

- **'Data subject'**: this is you. As the data subject, we respect your right to control your data.
- **'Data controller'**: this is us, LROS. With your permission, we determine why and how your personal data is used (as outlined in this policy).
- **'Data processor'**: this is a person, or organisation, who processes your data on our behalf, with your permission.

We will never sell your personal data.

Should you wish to find out more about the information we hold about you, or about our privacy policy, please contact us:

Membership Secretary, Andy Howes
Telephone: 0116 288 9318
Email: andyhowes@hotmail.com
13 New Forest Close, Wigston, Leicester LE18 2RW

3. Why do we collect your personal data?

We use your personal data to keep in touch with you.

We will only ever collect, store and use your personal data when we have an identified purpose and reason to do so. The ICO refers to this as a ‘lawful basis’. Further information about why we collect your personal data is outlined below.

a) To administer your donations

We collect your personal data to administer your donations, which may involve getting in touch should there ever be any issues processing your donation

The ICO define the lawful basis for processing your data for these purposes as ‘contractual’.

b) To send you information about our work

We also collect your personal data so that we can send you information about our work that we feel will be of interest to you, this includes your newsletter.

This information is in addition to that outlined in sections a) and b) and is defined as ‘direct marketing’ by the ICO. As defined by the ICO, we use two different lawful bases for processing your data for ‘direct marketing’ purposes:

i) Legitimate interest

This is where we have identified a genuine and legitimate reason for contacting you, which crucially does not override your rights or interests. We use legitimate interest to send you the information listed above by **post**.

ii) Opt-in consent

This is where you have given us express permission to contact you by particular communication channels. We use opt-in consent to send you the information listed above by **email**.

We respect your right to update the way we get in touch with you about our work at any time.

c) To enable you to volunteer with us

If you are an LROS volunteer, we collect your data so that we can keep in touch with you about, for example changes to planned volunteer work that you may be taking part in.

d) To process your bird records

If you submit your bird sightings directly to LROS, or we get passed your records by third parties (e.g. Bird Guides, surveys, etc.), we store your details to verify records and sightings, and collate them alongside other records as part of our scientific and conservation remit, and as part of our Annual Review. We may have to contact you about your records from time to time, which we will do via email, telephone or post.

4. What kind of personal data do we collect? How do we collect it?

a) Basic information

We will usually collect basic information about you, including your name, postal address, telephone number and email address. Most of the time, we collect this data from you directly.

Sometimes this is in person; other times, it is over the telephone, in writing or through an email.

b) Getting to know you better

We also collect information about you that helps us to get to know you better. This may include:

- records of donations you've made
- your preferences of how you would like us to contact you
- ways you've helped us through volunteering your time
- Bird records that you've submitted, to us directly or via a third party

Most of the time we collect this data from you directly.

c) Sensitive personal data

We do not normally collect or store sensitive personal data about supporters. If you are a volunteer then we may collect extra information about you, for example medical conditions.

d) Children and young people

In line with data protection law, we will not collect, store or process your personal details if you are under 13 years of age; unless we have the express permission from your parent or guardian to do so.

5. How do we store your data?

a) Security

All of the personal data we process is processed by our volunteers in the UK. Electronic data and databases are stored on secure computer software and we control who has access to information (using both physical and electronic means).

b) Data retention policy

We will only use and store information for as long as it is required for the purposes it was collected for. We continually review what information we hold and delete what is no longer required.

6. Your rights

We respect your right to control your data. Your rights include:

- a) The right to be informed
- b) The right of access
- c) The right to rectification
- d) The right to erase
- e) The right to restrict processing
- f) The right to data portability
- g) The right to object
- h) Rights in relation to automated decision making and profiling

For more information on your individual rights, please see the [Information Commissioner's Office](#).

7. Making a complaint

Information Commissioner's Office

For further assistance with complaints regarding your data, please contact the Information Commissioner's Office, whose remit covers the UK.

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
SK9 5AF

Telephone: 0303 123 1113
Email: casework@ico.org.uk

8. Leaving our website

We are not responsible for the privacy practices or the content of any other websites linked to our website. If you have followed a link from this website to another website you may be supplying information to a third party.

9. Get in touch

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We update this policy periodically.

Last updated: May 2018