

Mid Cheshire Ornithological Society – Privacy Notice

The Mid Cheshire Ornithological Society (MCOS) is committed to protecting your personal data and will use any personal data we collect from you in line with the General Data Protection Regulations (GDPR)

MCOS is a Data Controller under the GDPR. This means that we decide how your personal data is processed and for what purposes.

What is personal data?

Personal data is any information relating to a living individual who can be identified from that data.

Your personal data

We would like to keep you informed of our indoor meetings and trips, and contact you when your membership is due for renewal. Your mobile number can also be used to contact you during trips in case of delays, emergencies, finding the venue or cancellation of trips.

MCOS keeps a master list of memberships with your name, address, email address, telephone number (landline) and mobile number (if provided).

You can opt out of receiving communications from us at any time by emailing us at secretary@midcheshireos.co.uk. If you do this, we will not be able to advise you of meetings and trips by email, although you will have some basic detail on your membership card.

The GDPR lawful basis for processing this data is legitimate interest.

How do we process your personal data?

MCOS complies with the obligations under the GDPR by

- Keeping personal data up to date

- By storing and destroying it securely

- By not collecting or retaining excessive amounts of data

- By protecting personal data from loss, misuse, unauthorised access and disclosure

- And by ensuring that appropriate technical measures are in place to protect personal data

How can you update your data?

You can contact MCOS at any time at secretary@midcheshireos.co.uk to update or correct the data we hold on you

Where do we hold the data?

Hard copy information you provide us with will be held securely and locked away when not being used.

Some of the data you provide will need to be held in an electronic format to help MCOS undertake its administrative functions i.e. to email you with details of meetings and trips, and to contact you at membership renewal times. This data may be held on committee

members personal computer drives, but will always be password protected and only authorised access is allowed.

Do we share your data with anyone else?

We will never pass your details on to third parties for marketing purposes.

How long will we hold your data?

The MCOS data retention policy is to review all data held on individuals annually at membership renewal time and to remove data where we no longer have a legitimate reason to keep it. Details of members who have resigned will be kept for up to three years and then deleted.

Where you have withdrawn your consent for us to use your data for a particular purpose (E.g. unsubscribing from a mailing list) we may retain some of your data for up to three years in order to preserve a record of your consent having been with drawn.

Your rights under GDPR and what you can ask us to do

Under the GDPR, you have the following rights over your data and its use:

The right to be informed about the data we are collecting on you and how we will use it

The right of access, you can ask to see the data we hold on you

The right to rectification, you can ask that we update or correct your data

The right to object, you can ask that we stop using your data for a particular purpose

The right to erasure, you can ask us to delete the data we hold on you

The right to restrict processing, you can ask that we temporarily stop using your data while the reason for its accuracy are investigated

Though unlikely to apply to the data we hold and process on you, you also have rights related to portability and automated decision making (including profiling)

At any time you can ask to view, update or correct any data we hold on you. You can also ask that we stop using your data or that we erase it.

To make a request relating to any of these rights, please contact MCOS secretary@midcheshireos.co.uk who will respond within one month.

You have the right to lodge a complaint with the Information Commissioners Office if you are unhappy with the way we use and protect your personal data.

What will we do if anything changes?

If we make changes to our privacy statements or processes we will post the changes on the MCOS website. <http://www.midcheshireos.co.uk/> Where the changes are significant, we may also choose to email you with the new details.

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