

British Arachnological Society: Personal Data Protection Policy.



Introduction

This policy describes what members' personal data is held by the British Arachnological Society (BAS), where the data is stored, who can access it and how it is used. It describes the process by which a member can amend their personal data and the circumstances under which data is removed when it is no longer needed. The policy has been agreed by the BAS Council and forms part of the society's compliance with the General Data Protection Regulations (GDPR) May 2018.

Personal Data held

In order to provide membership services, the BAS hold all or part of the following personal information on a computer:

- Member's ID – a numeric identifier to avoid confusion over similar names
- Member's name
- Postal delivery address
- Member's telephone number(s)
- Member's email address
- Membership category
- Date of joining
- Gift Aid registration

How we use Personal Data for BAS Members

The primary purpose of holding this data is for the BAS to fulfil its obligation to send members their subscribed publications to the address they supplied.

BAS Trustees will use the data in the following ways:

- To notify you of the BAS Annual General Meeting, subscription renewal notices and other material concerned with the administration of the Society.
- To send out the journal *Arachnology* and the BAS Newsletter. For mailing purposes, a spreadsheet containing only names and postal addresses is provided to the printers by secure transfer. The printer's copy is deleted after use.
- To send occasional emails relating to surveys, events, requests for information, BAS publications and other topics appropriate to our role as a charity for the UK's arachnids.
- To contact you if BAS Officers identify a need to query address or payment information, for example if there has been an accidental overpayment or a returned mailing.

We do not store "sensitive personal data" as defined by the GDPR. We also do not buy data from third parties or perform research or profiling on any of the people whose data we record.

The BAS will not use its membership list to supply third parties with address lists or other information unless required to do so under UK law.

How we use Personal Data for people who buy from us

If you are not a member of the BAS, but have purchased goods from our website, you are not kept on any email list and we would only contact you with regard to your purchase and nothing else.

How we use Personal Data for people who attend an event, conference, meeting or training event organised by the BAS.

If you are not a member of the BAS, but have attended one of our events, we will not retain your name and address for future events unless you have given us permission to do so.

Storage of Personal Data

The membership data is held, processed and stored as part of the Spider Recording Scheme database, which is hosted on the Essex Field Club Server. The server is password protected and has up –to-date anti-virus protection software. Access to the data is only available to Officers of the Society with whom access has been shared.

Access to Personal Data

The nominated Data Manager, the Honorary Secretary of the BAS, the Treasurer and the Membership Secretary have full access to the data, only for official BAS business. Another Council member may be appointed to take on that role in some circumstances. If this happens it will be documented in Council minutes.

Members may request, in writing, access to their own details for their own purposes. Proof of identity will be required before passing on this information. For example, if a request is received, the email address or postal address must match those we hold. We will respond within the statutory limit of 40 days.

Changes to Personal Data

Members can request changes such as address changes in writing and must include proof of identity such as providing the old address or by sending from the email address we hold.

Deletion of Personal Data

If a valid request to delete a membership record is received, this will be done as soon as it is confirmed by the member. When membership has lapsed due to resignation or death, the details of the member will be retained for three years. This is to allow subscribers who have forgotten to renew to catch up, or to allow family members to continue membership. Thereafter, only the name, membership start and end dates, vice-county of residence and whether a UK or overseas member, will be retained in perpetuity.

Policy revised 13th April 2019.