



British Arachnological Society

Privacy Notice

Who we are?

“We” and “us” means the British Arachnological Society (the BAS). We are a charity with registered charity no. 1185594 and Scottish Charity no. SCO50006, and a registered company with company No. CE019049. We are Britain’s only charity dedicated exclusively to spiders and their relatives – the arachnids.

Your privacy matters

At the BAS, we are committed to keeping your personal data safe and secure.

This notice sets out in detail the purposes for which we process information about you, who we share it with, what rights you have in relation to that information and everything else we think it is important for you to know.

If you have any questions about the processing of your personal information, or you would like to exercise any of your rights, please email us at membership@britishspiders.org.uk

How we process your information:

To understand how we process your personal information and to understand your rights, please visit the relevant appendix below:

Appendix 1: [Service Users](#) (Members)

Appendix 2: [Human Resources](#) (Subcontractors)

Appendix 3: [Events, Donations, Fundraising and Marketing](#)

Appendix 4: [General Information](#) (Complaints Procedure, Your rights)

Changes to this Privacy Notice

This privacy notice is kept under regular review and we aim to keep it regularly updated. If we make any significant changes to the way in which we process your information, we will let you know by email and a temporary notice on our website.

This Notice was last updated in January 2026.

Guide to terms used in this Notice

Some of the terms used in this Notice may not be familiar to all readers. A definition or clarification of certain terms is provided below:

DPA:	Data Processing Act 2018
EEA:	European Economic Area
ICO:	Information Commissioner's Office
Legitimate Interest:	This has a specific meaning with respect to GDPR. A series of definitions can be found at: https://tinyurl.com/5dhkvj6t As far as this is relevant to BAS we rely on Legitimate Interest to contact you regarding your membership. Examples of when we might contact you are provided in Appendix 1.
Public Interest:	Further information on this can be found at: https://tinyurl.com/4j2fasvf It is unlikely that the BAS will make use of data relating to individuals in the context of Public Interest, although individuals might be named in press releases, with their knowledge and consent.
Safeguarding Information:	There is no single definition of Safeguarding. Basically, it concerns the need to protect the interests of children, who may be too young to give consent. For example, should BAS wish to publish a photograph of a child at one of our events, then the permission of the parent must be sought in advance, assuming that the child is recognisable from the photo. Alternatively, safeguarding may involve the sharing of information about children who might be considered to be at risk.
Special Category Data:	Examples of this include biometric data, genetic data, or any data concerning ethnic origin, sexual orientation, religious beliefs, political views, health status or trade union membership.
Vital Interest:	This term concerns the sharing of information about a person (normally health data) without their explicit consent.

Further guidance may be found on the website of the Information Commissioner's Office:
<https://www.ico.org.uk>

Appendix 1: Members/Service Users

How and when do we collect information about you?

We retain some of the personal data that you supplied to us when you enquire about membership and/or services, or join as a member. Our services involve using science and education to advance the wider understanding and appreciation of arachnids and to promote their conservation. As part of this, we provide memberships, publications, grants and events amongst others to enhance engagement and education within the community.

We may collect several pieces of information through this process via different channels, such as a 'contact us' form on the website, email enquiries, membership forms, grants, case studies and any information relating to research and publications.

We collect the following information:

- First name, Family name
- Postal delivery address
- Telephone numbers (If supplied)
- Email address
- Membership Type
- Date of joining
- Date of leaving
- Gift Aid registration and date (where applicable)
- Watsonian Vice County (where applicable)
- Payment History

During your membership/enquiry, you may disclose information of other individuals (e.g. Individuals for whom you are enquiring about membership. This would also be recorded.

How is the information used?

The following elected officers of the BAS (who are all Trustees) will have access to members' personal data:

- Membership Officer
- IT Officer
- Honorary Secretary
- President
- Treasurer (subset of data as required)
- Exceptionally, (for example in the event of temporary absence of an officer) another Council member may be appointed to take on one of these roles. If this happens, the fact will be recorded in BAS Council Minutes.

These officers will use your data in the following ways:

- Notification of the BAS Annual General Meeting, subscription renewal notices and other communications concerned with the administration of the Society.
- To send out the journal *Arachnology* and the *BAS Newsletter* to members.
- For the purpose of mailing our journal *Arachnology* and the *BAS Newsletter*, a spreadsheet containing only names and postal addresses is provided to the printers by secure transfer.
- To send occasional emails relating to surveys, events, requests for information, BAS publications and other topics appropriate to our role as a charity dedicated to supporting the arachnids of the UK.
- An authorised officer from the list above may pass on your contact details to Regional Coordinators and Area Organisers, to facilitate the organisation of local events. When such information is provided, the recipient will be required to safeguard the information in accordance with UK Data Protection law. Any data transferred for this purpose will be subject to the requisite legal protections and safeguards.
- In accordance with the UK GDPR, and with very few exceptions, the BAS does not hold member's special category data (also known as 'sensitive personal data'), including biometric data, genetic data, or any data concerning ethnic origin, sexual orientation, religious beliefs, political views, health status or trade union membership.) An exception might be to record medical conditions, including physical

access requirements, for members attending BAS Events. For such cases the data will be deleted immediately following the completion of the event.

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

The BAS does not buy data from third parties.

The BAS uses the information collected about you to:

1. Effectively provide our membership services to you
2. Facilitate your enquiries and help you sign up to memberships and online accounts
3. Carry out internal evaluation and monitoring (for example by undertaking surveys of the membership or analysing membership statistics)

Subscriptions: Subscriptions may be paid via the BAS website using the third-party platforms PayPal or GoCardless. These platforms provide personal information to the BAS comprising your name, postal address and email address. Subscriptions may also be paid by requesting a membership form or downloading one from the BAS website and sending the completed form and a cheque to the membership secretary. Payment may also be made using bank transfer. The BAS will retain banking details, where provided, to facilitate the traceability of payments.

What is our lawful basis for processing this information?

1. To process your information when you use our services, or when we receive an enquiry, we rely on legitimate interests, along with substantial public interest and conditions from the Data Protection Act 2018 (DPA).
2. When you sign up for a BAS membership, we process your information on the lawful basis of contractual obligation to provide you with the membership benefits and privileges you are entitled to.
3. If you are not a member of BAS, but have purchased goods from our website, we rely on the lawful basis of contractual obligation. Your details will be retained by the BAS following completion of the order for a period of no more than one month following completion of the transaction. This information will only be used in connection with the order you have placed.
4. Any information about any third parties that is shared with us when you use our services is processed on the basis of legitimate interests, along with substantial public interest and conditions from the DPA.
5. For any safeguarding information that we record, we rely on legitimate or vital interests, along with substantial public interest and conditions from the DPA.
6. For any surveys involving you, we rely on your explicit consent (if they are not anonymous).
7. Officers or ordinary members of the BAS may record video or take still photographs at BAS events for possible inclusion in meeting reports, social media or the *BAS Newsletter*. Members will be asked for their explicit consent for the use of their images during the meeting or prior to any publication.

Who do we share your data with?

1. We may use legitimate interests to share your personal data with other organisations for purposes linked to providing our services, including the UK Centre for Ecology & Hydrology (UKCEH) (<https://www.ceh.ac.uk/>), who manage the BAS website, and iRecord (<https://irecord.org.uk/>) when you report species records to us. Each organisation acts as an individual data processor of your personal information, and you should review their privacy policies together with this one to understand how they process your data.

2. As part of our planned expansion of regional activities e.g. local field meetings, local training events, setting up county spider clubs etc, we may share your data with Area Organisers (AOs)/Regional Representatives (RRs), all of whom are BAS members. These data comprise your name and contact details, which will be shared to allow the relevant AOs/RRs to organize and publicise local BAS events, organised at a county or regional level. AOs/RRs will not have access to the BAS membership database, and data will only be shared strictly for the purposes outlined to provide you with opportunities to attend events in line with your membership.
3. If you purchase BAS branded merchandise handled by OSNIC Embroidery on their website, your data are processed in accordance with their privacy notice, which you should review on their website.
4. If there are any safeguarding concerns, we may need to pass some information raising safeguarding concerns with authorities. In such circumstances, we apply vital interest and legitimate interests as our lawful basis. Data subjects' rights and other UK GDPR provisions may be restricted when concerning personal data processed in these circumstances. Exceptions and exemptions are applied on a case-by-case basis.

How we store your information and for how long?

We retain the personal data of all service users for different periods of time dependent on the type of data, as defined in the [BAS Retention Policy and Schedule](#). If you would like to know more about this, please contact us at the email address on Page 1.

Notwithstanding the retention periods listed in the Retention Policy and Schedule, individuals whose data we store have the right to request that their data be permanently deleted, except for any data we are required to retain for legal reasons. This is covered by the "Right to Erasure" – see Appendix 4.

Appendix 2: Human Resources

(Subcontractors)

How and when do we collect information about you?

You provide several pieces of data to us directly during the recruitment period and subsequently upon the start of your employment/engagement.

What types of information is collected about you and who provides it?

We keep several categories of personal data to carry out effective and efficient processes. Specifically, depending on your type of engagement with us, we may process the following types of data:

- a. personal details such as name, address, phone numbers,
- b. name and contact details of your company and/or next of kin
- c. footage of the organisation events where you may appear
- d. information of any disability or other medical information you have disclosed
- e. right to work documentation, National Insurance number, bank account details
- f. information gathered via the recruitment process such as that included in a CV, cover letter or application form, references, details on your education and employment history etc
- g. information relating to your role with us (e.g. title, role description, terms and condition of the contract, appraisal and performance indication etc)

- h. your biography and picture for the website (if applicable).

How is the information used?

We are required to use your personal data for various legal and practical purposes for the administration of your work for us. Holding your personal data enables us to meet various administrative tasks, legal obligations or contractual/agreement obligations.

What is our lawful basis for processing this information?

We mainly use 'contractual obligation' as a lawful basis for processing personal data for any contractors and 'legitimate interests' for trustees/volunteers. We may also have legal obligations to process and share your data, for example we need to share information for legal reasons.

We may rely on our legitimate interests for processing activity such as keeping supervision and appraisal records; using your image, biography and videos/pictures of the organisations' events where you may appear on our website or marketing/fundraising materials to promote the charity.

Who do we share your data with?

Personal Data in relation to your role at BAS are not currently shared outside of the organisation.

If information is to be shared with third parties, we have data sharing agreements, data processing agreements or contracts in place to ensure data is not compromised. These third parties implement appropriate technical and organisational measures to ensure the security of your data.

How long do we keep your data?

We only keep your data for as long as we need it for, which will be at least for the duration of your employment/engagement with us, although in some cases we shall keep your data for a period of 7 years after your employment/engagement has ended.

Some data retention periods are set by law. Retention periods can vary depending on why we need your data, and these are defined in the [BAS Retention Policy and Schedule](#). Please get in touch by contacting us using the email address provided on Page 1 if you want to know more about retention periods.

Data are destroyed or deleted in a secure manner as soon as the retention date has passed.

Appendix 3: Events, Donations, Fundraising and Marketing

Events:

When you register for a BAS event, such as a field meeting or our annual Field Weekend, we shall collect some personal information. We may collect basic personal information, such as your name, email address and phone number. We rely on legitimate interests to administer your registration for the event. When we collect other information such as accessibility needs, dietary information and details of next of kin, we rely on your explicit consent and will delete such information at the conclusion of the event.

If you have attended an event with us previously, we may contact you to invite you for our future events. We rely on consent (to send you emails) and legitimate interests (to contact you by telephone on the number registered with us).

Donations:

Your personal Information is provided by you via personal communication, or by using the third party donation platform PayPal. The information gathered may be name, email address, company name if the donation is made by an organisation, donation details, reasons to engage, postal address.

This information allows us to process your donation, and deal with any potential enquiry. We rely on our legitimate interests to process this data. If you agree that we can claim Gift Aid on your donations we are legally required to keep a record of the claim and your Gift Aid declaration. If you are donating using a third party, please also refer to the privacy notice published on their websites.

Fundraising and Marketing:

We may contact you for fundraising purposes, if you have previously engaged with us in an event, made a donation, or if we believe that you may be interested in engaging with our organisation. We may also send you marketing communications if you have signed up for marketing emails. We use texts, and email for marketing.

We rely on your consent to send you email communications (except where this is a business email address, whereby we rely on legitimate interest). You may opt out from receiving communications of this nature at any time by contacting the membership officer at the email address provided on Page 1.

We may also use post as a mode of sending you marketing communications, relying on legitimate interest. If you would like us to not send such communications, please contact the Membership Officer.

Appendix 4: General Information (Your Rights, Complaints Procedure)

Your rights as a Data Subject

You have the following rights:

- **'Right to be informed'**, which means we will be completely clear and transparent about how we plan to use your personal information.
- **'Right of access'**, which means you can request details of the personal information we hold about you and how we use it. We will provide this within one month.
- **'Right to rectification'**, which means you can ask us to update or amend the personal information we hold about you, if it is incorrect.
- **'Right to restrict processing'**, which means you can ask us to change, restrict or stop the way we are using your personal information.
- **'Right to erasure'** (or 'right to be forgotten'), which means you can ask us to remove your personal information from our records.
- **'Right to object'**, which means you can object to us using your personal information for marketing purposes.
- **'Right to data portability'**, which means you can obtain the personal information we hold about you and reuse it for your own purposes.
- **Right to lodge a complaint** with a supervisory authority, such as the Fundraising Regulator or the Information Commissioner's Office (ICO), if you are not satisfied with our response to a request you make to us, or you feel we are not using your information correctly.

International Data Transfers

Where personal data is stored outside of the UK and the EEA, safeguards to protect personal data may include but are not limited to the UK Addendum used in conjunction with the EU Standard Contractual Clauses (SCCs), or UK International Data Transfer Agreement (IDTAs). Such safeguards will be subject to Transfer Risk Assessments (TRAs).

Complaints procedure

If you are unhappy with the way we process your data, please get in touch with the Data Protection Lead using the contact details mentioned in the section labelled “Your Privacy Matters”, near the top of Page 1.

You can also make a complaint to the Information Commissioner’s Office (ICO), which regulates the use of information in the UK. They can be contacted at 0303 123 1113 or, you can write to them at Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.