

Essex Field Club Data Protection Statement:

New data protection legislation, the General Data Protection Regulation (GDPR), will come into force on 25 May 2018. This changes the relationship between you and any organisation that holds information about you. This notice is to let you know how the Essex Field Club (EFC) will comply with this and what you will have to do to allow us to do so.

Members may request in writing or by email access to their own details for their own purposes from the Membership Secretary. Proof of identity will be required, such as provision of the old address or by sending the request from the email address we hold. Members can decide not to receive communications and/or publications and may request deletion of their data or change how the Society contacts them at any time, by advising the Membership Secretary in writing.

The EFC only holds data that is adequate, relevant and limited to what is necessary in relation to its purpose, to send members their subscribed publications, to notify them of the meetings programme, special EFC events and of any changes to a meeting where the member has previously notified the leader of their attendance.

To fulfil your membership of the EFC, we need to process the personal data that you have supplied (name, contact details, interests, gift aid status, donations, etc), which is held on a database for the sole use of the EFC, as set out in the 1998 Data Protection Act. The data is processed and stored securely in a database on the EFC website. It is accessed by the Membership Secretary and some Trustees of the Club for membership purposes and only passed to a third party when required for membership purposes, at present to our printer and mailing distributor Colt Press.

We may also hold a recorder's and determiner's name, a location and date information in biological record data if you have provided records to our county recorders, national recording schemes, public natural history fora or have published records in literature. We never make this information publicly available but it may be used to help data validation and verification. Biological record data without any personal information are used to provide the outputs of our datasearch service to consultancies and companies and may also be made available to non-commercial inquirers. Income from commercial datasearches is shared with data partners in the Essex Recorders partnership and made available for grants which support and develop the Essex Recorders partnership and promote reliable recording, verification, digitisation, validation and data mobilisation in the county.

Records of past members will be retained by the Society unless the member who has left the Society's membership specifically requests, in writing or by e-mail to the Membership Secretary, for his or her details to be removed from the Club's records. Any such request will be acknowledged and confirmed as removed.

This statement will be available in print form and also on our website at www.essexfieldclub.org.uk/portal/p/Data+Protection+Statement where it can also be downloaded. Our website also has a privacy policy in place at www.essexfieldclub.org.uk/portal/p/Privacy+Policy for all registered users (members and guests), see below:

EFC Website Privacy Policy

Information Collected and its Use

The Essex Field Club ("Club") collects personal information when you register with us as a Member or as a website ("Site") Guest. "Members" are paid up members of the Club and "Guests" are registered users of this Site who are not Club Members.

Any information given by you will be used solely for the purpose of effectively conducting Club business. Information collected may include your name, email address or other contact details and administrative information relating to your Club membership.

Information Disclosure

Personal information, or any data personally identifying you, will not be passed to any third party unless the Law requires this.

Data Protection and Privacy

The Essex Field Club will strive to ensure that this Site is monitored effectively to prevent breaches of privacy. Personal information is accessible by the individual to which this relates and certain Officers of the Club only (as indicated in paragraph 4 above).

Your rights to Access, Edit and Remove Data

You may view, change or delete your personal information at any time in your My Stuff page.

Cookies

Cookies are small pieces of information left on your computer that identify you.

We use cookies on this site: see our [Cookies](#) policy for full details.

Changes to this Policy

We may change this Policy from time to time and will contact you about any important changes by way of your given email address or by placing a prominent notice on this Site.

Questions

If you have any questions about this Policy please [contact us](#).

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Revised May 2012 to include link to Cookies policy.

Revised April 2018 to include link to your My Stuff page for logged-on users.