

DATA PRIVACY NOTICE

Natural History Society of Northumbria

Your personal data – what is it?

Personal data relates to a living individual who can be identified from the data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation 2016/679 (the "GDPR").

Who are we?

Natural History Society of Northumbria (NHSN) is the data controller (contact details on page 2). This means we decide how your personal data is processed and for what purposes.

How do we process your personal data?

NHSN complies with its 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.

We use your personal data for the following purposes:

- To manage your membership of NHSN and volunteering activities:
- To respond to any query that you might raise with us. Eg attending events, about your membership or voluntary work:
- To pass on information about you to banks and building societies for the purposes of collecting subscriptions:
- To keep you up to date with information, about what is happening locally, specifically in those areas where NHSN is delivering activities by using electronic and printed material, ebulletins, printed newsletters, emails, online and social media:
- To help us to monitor whether we are being effective in the work we do.

What is the legal basis for processing your personal data?

Legitimate interest

We require your data to pursue our legitimate interests in a way which might reasonably be expected as part of running our business and which does not materially impact your rights, freedom or interests.

Sharing your personal data

Your personal data will be treated as strictly confidential. We will only share your data with third parties outside of NHSN with your consent.

How long do we keep your personal data?

We keep your personal data for no longer than reasonably necessary and only for the period of time that you are a member of NHSN in order to provide you with information that will support and develop our organisation.

Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data:

- The right to request a copy of your personal data which NHSN holds about you;
- The right to request that NHSN corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for NHSN to retain such data;
- The right to withdraw your consent to the processing of your personal data at any time;
- The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller;
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data;
- The right to lodge a complaint with the Information Commissioners Office.

Further processing

If we wish to use your personal data for a new purpose that is not covered by this Data Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

Contact Details

To exercise all relevant rights, queries or complaints, please in the first instance contact the NHSN Director, Clare Freeman
Tel: 0191 235 7012
Email nhsn.director@newcastle.ac.uk
NHSN, GNM: Hancock Museum, Barras Bridge, Newcastle-upon-Tyne, NE2 4PT.

You can contact the Information Commissioners Office on
Tel: 0303 123 1113
Email <https://ico.org.uk/global/contact-us/email/>
Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

10 May 2018