

Friends of Holt Island Nature Reserve

GENERAL PRIVACY NOTICE

Your personal data –what is it?

Personal data is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be directly using the data itself or by combining it with other information which helps to identify a living individual. The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the GDPR) and other legislation relating to personal data and rights such as the Human Rights Act.

Who are we?

This Privacy Notice is provided to you by the Friends of Holt Island Nature Reserve which is the data controller for your data. The Friends of Holt Island Nature Reserve is a charitable association. Its objects are to promote, for the benefit of the public the conservation, protection and improvement of the physical and natural environment of Holt Island Nature Reserve, and associated sites, including The Thicket and Wilhorn Meadow, by promoting biological diversity; and to advance the education of the public in the conservation, protection and improvement of the physical and natural environment.

The Friends of Holt Island Nature Reserve will comply with data protection law. This says that the personal data we hold about you must be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data to protect personal data from loss, misuse, unauthorised access and disclosure.

What data do we process?

- Names and titles
- Contact details such as telephone numbers, addresses and email addresses;
- Financial identifiers such as bank account numbers and/or payment/transaction identifiers (where you make payments to us)

Sensitive personal data

We do not keep or process sensitive personal data, for example information about your physical or mental health or condition and/or your racial or ethnic origin or similar information.

What is the legal basis for processing your personal data?

The Friends of Holt Island Nature Reserve is a not-for-profit association with charitable objectives as described under “Who are we?” We work with the Managing Agency for Holt Island Nature Reserve (Huntingdonshire District Council) and other partners, communities and individuals, including our membership (known as “Friends of Holt Island Nature Reserve”) and supporters (members of our “ADOPT-A-BOX” bird box adoption scheme).

We use your personal data for some or all of the following purposes:

- To inform you about the work of the Friends of Holt Island Nature Reserve;
- To inform you about our ADOPT-A-BOX scheme including news and events;
- To contact you by post, email, telephone or using social media (e.g. Facebook);
- To promote the interests of the Friends of Holt Island Nature Reserve;
- To maintain our own accounts and records, including those relating to the membership of the Friends of Holt Island Nature Reserve and ADOPT-A-BOX supporters;
- To seek your views, opinions or comments;
- To notify you of changes to our projects, events and trustees or other role holders;
- To send you communications which you have requested or that may be of interest to you.
- To process relevant financial transactions including payments for membership of the Friends of Holt Island Nature Reserve, payments for our ADOPT-A-BOX scheme and payments for services/goods supplied to the Friends of Holt Island Nature Reserve.

Most of your personal data is processed in compliance with the Legitimate Interests condition. This says that if we have a good reason to process your personal data then we may do so without your explicit consent so long as there is no unwarranted impact on you. Examples of this would be processing data for those who are members of the Friends of Holt Island Nature Reserve or those who are supporters of the ADOPT-A-BOX scheme, where we have a legitimate interest in informing you about our work. In these circumstances this processing of your information has no detrimental impact on you. You have the right to object to us relying on this condition for processing your data. If you object then we will immediately stop processing your data on this basis.

Sometimes the use of your personal data requires your consent. We will first obtain your consent to that use. We will always take into account your interests and rights. This Privacy Notice sets out your rights and The Friends of Holt Island Nature Reserve’s obligations to you.

Sharing your personal data

We will not share your data with third parties without your prior consent.

Friends of Holt Island Nature Reserve, May 2018