

Lundy Field Society

Privacy Policy

The Lundy Field Society is an independent, registered charity that has been studying all aspects of Lundy's archaeology, history and natural history since 1946. It is a membership organisation, using income from annual subscriptions to support its objectives. This document sets out how the Society manages the privacy of personal information of its members and others.

Data collected

The Society collects and processes the following data:

- Member's full name
- Member's postal address
- Member's email address
- Member's interests where given on membership form
- Date member joined

Where it has been provided for Society activities, the following data may also be held:

- Gift Aid details (name and address of donor)
- Bank account details
- Observer's name when entered into the LFS logbook
- Bird ringer's name and permit number
- Conservation break attender's name, contact details, emergency contact details and dietary requirements

Data processing

The LFS will hold personal details of its members and others for the purposes of operating the society in the members' interest and will be confined to the following:

- Contact between the Officers and Executive Committee of the Society and members for the purposes of advertising/managing Society events and meetings along with the distributions of meeting minutes including, where applicable, electronic transmission
- Contact between the Officers and Executive Committee of the Society and members for the purposes of alerting members to news items and events that members may find interesting
- The communication of meeting minutes and event instructions will include members' names where appropriate
- Information provided on completed Gift Aid forms will only be used to reclaim tax
- Bank details will be held for active members when a payment is required, e.g. payment of a grant or refund relating to a conservation break
- Recording the observer's name against wildlife observations entered into the LFS logbook by printing it in the Annual Report, on the LFS website or other media of record
- To co-ordinate bird ringing activities and relate bird ringing data to individual ringer
- Organisation and administration of conservation breaks

Data retention

Our aim is to minimise unnecessary retention of data. We keep accounting records for seven years, in line with audit and HMRC guidelines, with all other data being deleted when it is no longer required.

Data held	Retention period
Member's name, postal and email address, interests and join date	Until resignation or the by the end of the calendar year of a lapsed payment of subscription

Gift Aid declarations	Until membership lapses or seven years, whichever is sooner
Member's bank details	After one year of non-activity
Observer's name	Indefinitely
Bird ringer's name and permit number	Name retained for as long as ringer remains active; permit number retained permanently alongside ringing records
Conservation break attender's name, contact details, emergency contact details, dietary requirements	Up to one year after the conservation break

Disclosure

Personal information will not be shared with any third party except for legitimate purposes such as the organisation of Society events including conservation breaks. Certain details may, with permission, be included in the Society's communications, notices or website where an individual has consented such use for a specific purpose as a contact.

Rights

The General Data Protection Regulation (GDPR), which came into force in May 2018, updates and strengthens the Data Protection Act (DPA) of 1988. Full details can be obtained from the Information Commissioner's Office (ICO) who govern the DPA and the GDPR. It is our policy is to comply with all applicable provisions of the DPA and the GDPR.

Accurate data is of great importance to be able to maintain a record of the LFS's activities and all reasonable efforts are made to keep data secure and up-to-date by following good practice.

We will comply with all reasonable requests, free of charge, for disclosure of personal data.

Data Breach

Should it be suspected or known that a data breach has occurred, it will be investigated by the Society's Executive Committee. The findings and resultant action will then be made known to all relevant parties.

Version 1	Drafted Michael Williams, August 2018	Approved by the Executive Committee 10th September 2018
Version 2	Reviewed and updated by Michael Williams, July 2020	Approved by the Executive Committee 4th August 2020
Version 3	Updated by Michael Williams, April 2022	Approved by the Executive Committee 24th April 2022