

Norley Wildlife Group Data Protection Policy

1 Definitions

Personal data is information which is identifiable as being about an individual. It can be stored electronically or on paper, and include images and audio recordings as well as written information.

Data protection is how an organisation ensures it protects the rights and privacy of individuals and complies with the law, when collecting, storing, using, amending, sharing, destroying or deleting personal data.

2 Responsibility

Overall and final responsibility for data protection lies with the Management Committee, which is responsible for overseeing activities and ensuring policy is upheld.

All members are responsible for observing the policy and related procedures, in all areas of their work for the Group.

3 Overall policy statement

In order to carry out its activities, Norley Wildlife Group (NWG) needs to keep personal data about its management committee, members, volunteers and affiliates.

We will collect, store, use, amend, share, destroy or delete personal data only in ways which protect people's privacy and comply with the UK General Data Protection Regulation (GDPR) and other relevant legislation.

We will collect, store and use only the minimum data needed for our objectives and will not collect, store or use any data beyond that.

We will collect, store and use data only for:

- purposes for which the individual has given explicit consent or
- purposes that are in our Group's legitimate interests or
- contracts with individuals.

We will:

- upon request, provide individuals with details of their data
- revise or delete data if requested by the relevant individual, unless we need to keep it for legal reasons
- aim to keep personal data up-to-date and accurate
- store personal data securely
- keep clear records of the reasons for collecting and holding specific data, to ensure it is restricted to these purposes
- not share personal data with third parties without the explicit consent of the relevant individual, unless legally required to do so