

Worcestershire Recorders
General Data Protection Regulations (GDPR)
Legitimate Interests Policy

In line with the new GDPR, the Worcestershire Recorders give notice that we intend to ensure the privacy of the data you have given us, under the Regulations' Legitimate Interests section.

The Worcestershire Recorders Legitimate Interests are to collect, process and save biological records and relevant articles written by members of the Worcestershire Recorders. Biological records are generally submitted to the Worcestershire Biological Records Centre (WBRC) and may be used to make reports of species observed available to private and commercial clients, and to inform the National Biodiversity Network (NBN) and other biological schemes of such records. Biological records and articles that are written for inclusion in the Worcestershire Recorder journal may also be published with your title and name. Your contact details may also be included but only if requested by the submitting author.

The Worcestershire Recorders take your privacy seriously and, therefore, we shall use any personal information you have given us for the following purposes only:

1. To ensure that we have accurate biological records that can be processed and retained within WBRC's database, and published where appropriate.
2. To contact any members about events, meetings or any communications about biological records or articles submitted as appropriate.
3. To enable members' title and names to be associated with records kept on suitable biological record databases, and with any records or articles that are included in the Worcestershire Recorder journal published by the Worcestershire Recorders.

Worcestershire Recorders retain and manage information supplied by members (eg titles, name, address, telephone numbers and e-mail addresses). This data will be used in a way that they would reasonably expect and that will not adversely impact on their privacy. We shall, therefore, protect members' rights and interests with regard to their data and this will not be divulged to any third party without the member's explicit permission.

Any personal data supplied by you will be kept on file no longer than is necessary for our purposes.

We shall process your data as necessary for the purposes of our Legitimate Interests. We shall normally contact you if required to do so by digital means, telephone or post as required. Due diligence will be applied to ensure that each member's rights and interests are proportionate, fully considered and protected.

If any member objects, in any way, to their data being held by the WBRC he, or she, should inform the Worcestershire Recorders and we shall cease processing it forthwith. The Worcestershire Recorders will review and refresh its "Legitimate Interests Policy", when there are any changes in the purpose, nature or context of the processing and we shall regularly review the data that we hold.