



Privacy Policy

This Privacy Policy describes how and why your personal information is processed, stored and used. It is the policy of the Northamptonshire Biodiversity Records Centre to respect and protect the privacy of our site users.

The Northamptonshire Biodiversity Records Centre works to promote biodiversity information use in the county. We gather and maintain verified spatial records of species and habitats recognised for their ecological value. The Centre is run on a non-profit basis, thus any profit over and above the cost of staffing and data management is invested in development of our data provision services. Our office is hosted by The Wildlife Trust for Bedfordshire, Cambridgeshire and Northamptonshire, registered charity number 1000412, and registered office The Manor House, Broad Street, Great Cambourne, Cambridgeshire. CB23 6DH. Our host, the Wildlife Trust BCN, is registered with the Information Commissioner's Office and appears on the Data Protection Register under the registration of The Wildlife Trust for Bedfordshire, Cambridgeshire And Northamptonshire Ltd. Number z8357818. The current entry expires on 20th January 2019.

If you have any queries, wish to update your preferences or make a complaint, you can contact us:

Northamptonshire Biodiversity Records Centre

Lings House,

Billing Lings,

Northampton.

NN3 8BE

Tel: 01604 400448

Email: NBRC@northantsbrc.org.uk

Overall responsibility for this policy and its implementation lies with the Centre Manager. All complaint information will be handled sensitively and in line with relevant data protection requirements. We appreciate your time to help us improve and develop.

Under the General Data Protection Regulation, you are provided with the following rights:

- The right to be informed
- The right of access
- The right to rectification
- The right to erasure
- The right to restrict processing
- The right to data portability
- The right to object
- Rights in relation to automated decision making and profiling

For further detail read the ICO guide here: <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

For further assistance regarding your personal data please contact the ICO

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

SK9 5AF

Our privacy policy details the purpose, type, use and storage of personal data collection by the Northamptonshire Biodiversity Record Centre, and how you can ensure control over your personal data with us.

We collect personal data for the following purposes:

- i. responding to general enquiries
- ii. maintaining historical biological records
- iii. information requests
- iv. to meet our legal obligations
- v. to run recording events
- vi. regular communications (such as our newsletter)
- vii. safeguarding, health and safety & security of staff & volunteers
- viii. evaluating website (cookies & google analytics) activity

- i. Responding to general enquiries

If contacting us by email, phone or post we will only keep information provided to us for the duration by which we need to adequately satisfy the enquiry made.

The ICO define the lawful basis for processing personal data for these purposes as 'legitimate interest'.

- ii. Maintaining historical biological records

We hold, store and collect biological records. Personal data is kept with each record for validation and verification purposes. This data is permanently stored within our managed database. Personal information about data providers is not given to data users or sold to third parties. The names of data providers is supplied with species records to county recorders for verification purposes. The data may also be supplied, to the National Biodiversity Network (NBN) for use in the NBN Atlas, this would not include names, addresses, phone numbers or email addresses. The source of a record, if from a verified dataset may also be provided. The NBRC may receive third party biological field records from partner organisations, which may include personal data with the species and ecological data.

The ICO define the lawful basis for processing personal data for these purposes as 'legitimate interest'. We follow the National Biodiversity Network guidance for [GDPR and Biological Recording](#).

iii. Information requests

The personal information requested in our information request form is needed to supply the required data set and comply with our contractual responsibilities. For this, we will usually collect basic information about you, including your name, company, postal address, telephone number, email address and payment bank details.

The ICO define the lawful basis for processing personal data for these purposes as 'contractual'.

iv. To meet our legal obligations

We keep records for the purpose and period of time required to meet our legal obligations (for HMRC, Companies House, HSE).

The ICO define the lawful basis for processing personal data for these purposes as 'legitimate interest'.

v. To run recording events

The personal information requested is needed to comply with our legal obligations to ensure our events are delivered safely; this includes your name, a mobile contact number, emergency contact number, time of attendance by signing in and out.

The ICO define the lawful basis for processing personal data for these purposes as 'legitimate interest'

Additional information may be requested including permission to be included in photography and gain your feedback to inform our event planning.

The ICO define the lawful basis for processing your data for these purposes as 'contractual'.

vi. Regular communications (such as our newsletter)

Whenever we request communications we clearly indicate the use of the information and ensure your information is held securely for the period of time and purpose permission has been obtained for. We may request information including your name, email address, phone number, NBRC interests, and contact preferences. As well as providing the requested communications we will periodically check in to ensure you still wish to be contacted by us.

The ICO define the lawful basis for processing your data for these purposes as 'contractual'.

vii. Safeguarding, health and safety & security of staff & volunteers

If you are staff or a volunteer then we may collect extra information about you, for example (references, criminal records checks, details of emergency contacts & medical conditions). This information is held securely for the period of time you are actively volunteering with us to fulfil our legal obligations to you. We will collect and store information on the projects you are working on and the time given to the Northamptonshire Biodiversity Record Centre.

The ICO define the lawful basis for processing personal data for these purposes as 'legitimate interest'

To contact you about new volunteering opportunities or job advertisements we need to hold your permission for this purpose to be added to our mailing list.

The ICO define the lawful basis for processing your data for these purposes as 'contractual'.

viii. Evaluating our website activity

When visiting a webpage on www.northantsbrc.org our servers automatically identify and log the HTTP request made and issues 'cookies'. A 'cookie' is a small text file received by your computer when visiting a website that allows that site to know that you have visited it before. The cookies do not hold any personal information and we cannot use them to find out who you are. This information can be used to analyse website use, and ensure compatibility of browsers and operating systems and to tailor our website for visitors. Northamptonshire Biodiversity Records Centre will not disclose personal information on your browsing activity to any third parties.

To find out more about cookies, including how to see what cookies have been set and how to manage and delete them, visit: www.allaboutcookies.org

To opt out of being tracked by Google Analytics across all websites visit:

<http://tools.google.com/dlpage/gaoptout>

If you choose to provide personal information in order to create an account and login to our password protected pages, the personal information you provide will only be used for this purpose and never shared with third parties. You can contact us to remove your account at any time.

ix. Premises security & personal protection

Our host organisation premises has CCTV and you may be recorded when you visit them. CCTV is there to help provide security and to protect both you and Wildlife Trust Beds, Cambs and Northants. CCTV will only be viewed when necessary (e.g. to detect or prevent crime) and footage is only stored temporarily. Unless it is flagged for review, CCTV will be recorded over. Wildlife Trust Bedfordshire, Cambridgeshire and Northamptonshire complies with the Information Commissioner's Office CCTV Code of Practice, and we put up notices, so you know when CCTV is in use.

Security and storage of your personal information

We are committed to keeping information disclosed to us secure and use all reasonable precautions to do so. The NBRC electronic data and databases are stored on secure computer systems and we control access to information (both paper and electronic). Our staff follow data protection procedures to protect the loss, misuse and alteration of the information under our control, including the handling of personal data. Our staff in the UK process all of the personal data we possess. However, for the purposes of IT hosting and maintenance your information may be situated outside of the European Economic Area (EEA). This will be done in accordance with guidance issued by the Information Commissioner's Office.

External sites

We are not responsible for the privacy practices or the content of any other websites linked to our website. If you have followed a link from this website to another website, you may be supplying information to a third party.

We will only use and store information for as long as it required for the purposes it was collected for. We continually review what information we hold, and delete what is no longer required. For further information, please see our Data Retention Policy. Any changes to this Privacy Policy will be highlighted on our website so that you are always aware of the information that we collect, how we use it, and under what circumstances we disclose it.

By visiting and using www.northantsbrc.org.uk, you are accepting the practices described.

Last updated June 2018