



Woolhope Naturalists' Field Club

Privacy Policy

The Woolhope Naturalists' Field Club (WNFC) is a membership organisation established for the practical study in all branches of the natural history, history, geology and archaeology of Herefordshire and the district immediately adjacent.

Your confidentiality is protected by the Data Protection Act (1998) and, from 25 May 2018, the General Data Protection Regulation (GDPR), which prohibit WNFC from passing your details to anyone other than those people who need to know.

WNFC has appropriate technical and organisational measures in place to prevent the unauthorised or unlawful processing of your personal information, and accidental loss or destruction of, or damage to, your personal information.

Your personal data

The personal information we collect may include: titles, names, address and contact details such as telephone number and email address. We will use this information for the following reasons:

- To manage membership and payment details
- To send you information which we think may be of interest or to improve our membership services. This will include newsletters, updates on activities, volunteering opportunities and the *Transactions*.

Your personal data and third parties

We only pass your details onto third parties that WNFC is required to by law or have a legitimate reason for doing so. For example if you have made a Gift Aid Declaration to WNFC, we are required to submit some of your personal data (title, name and address) to HMRC in order that WNFC can reclaim UK tax on your subscriptions and/or donations.

Retention of personal information

Any information supplied by you to WNFC will be kept on file no longer than is necessary for our purposes. For example the HMRC requires WNFC to retain information about Gift Aid for seven years. If you resign your membership, your details will be removed as soon as reasonably possible.

Your Access rights to your data

You are entitled, to ask for a copy of your personal information, and to have any inaccuracies in your information corrected. This will normally be provided for free unless

the request is considered manifestly unfounded, excessive or repetitive. Disclosure will only be permitted to persons who have provided suitable identification. Please contact WNFC for further details.

Cookies

Cookies are text files, which identify a user's computer, but not the individual user. The WNFC website may have features that may require cookies. They are only used to ensure the users preferences for viewing the website are maintained

Links to other websites

There are hyperlinks within the our website which will take you away from the WNFC website. The linked sites are not under the control of WNFC and we are not responsible for the contents of any linked site or any link contained in a linked site, or any changes or updates to such sites. WNFC is providing these links to you only as a convenience, and the inclusion of any link does not imply endorsement by WNFC of the site.

Personal data held on the website

Officers' email addresses

To allow receipt by the Club's officers of email messages via the Club's website without officers' addresses being visible, a table of officer function v email addresses will be held securely and only accessed by authorised Club officers.

Personal data in Club publications accessible online

The Club's journals (from 1851) will increasingly be available as online images and in their original form some carry names, addresses and telephone numbers. Images more recent than 1958 will have information excluding name redacted.

Disclaimer

The Woolhope Naturalists' Field Club seeks to ensure that all information on the website is accurate However, WNFC and its consultants cannot accept any responsibility or liability for any claim, loss or damage whatsoever from the use of any information within, or accessed through, this website.

Date of Policy

3rd April 2018