



Registered Charity No 1076362

www.yacwag.org.uk

DATA POLICY

Members of the group and other individuals with whom we have contact, provide us with 2 categories of data:

1. **Personal Data**
 - ❖ Name
 - ❖ Address
 - ❖ Telephone Numbers
 - ❖ Email Address
 - ❖ Wildlife & conservation interests
2. **Non-Personal Data**
 - ❖ e.g. Records of species seen, where and when.

PERSONAL DATA & THE GENERAL DATA PROTECTION REGULATIONS 2018

- ❖ All personal data is subject to the provisions of the General Data Protection Regulations 2018
- ❖ Because we process such data YACWAG is a Data Manager as defined under the regulations
- ❖ Not for profit organisations are exempt from registering with the Information Controller provided they fulfil certain criteria
- ❖ YACWAG meets those criteria and is exempt from registration
- ❖ However, we must still comply with the terms of the act
- ❖ Our policy, on use of personal data is as follows:-

Policy

1. YACWAG collects and stores the personal data which is provided by these members through their membership application form and data protection questionnaires. This data is held through virtue of consent. This personal data is held in YACWAG's membership database.
2. Members are private individuals or households who pay an annual or lifetime subscription. One person is required to give their details on behalf of a household membership and to give consent to be part of YACWAG's emailing list to disseminate information such as the newsletter and other information about wildlife events and news in the local area and to remind members to renew their membership each year. In the case of a household membership no information other than the number and ages of any young people under the age of 18 will be required.

3. Other individuals' details are held by the YACWAG but this is only information publicly available as advertised by the individual for the purpose of contacting them e.g. local MPs and District Councillors and contractors.
4. From April 2018 members have been asked to specifically agree that their data can be used for the following purposes:
 - ❖ Collection of subscriptions
 - ❖ Maintaining records of membership, attendance etc.
 - ❖ Mailing newsletters, events programmes and other relevant information
 - ❖ Making contact to discuss YACWAG activities or business where appropriate.
 - ❖ Claiming Gift Aid from the Inland Revenue
5. YACWAG will not make the personal data available to any other organisation and only to the individual members as described below.
6. The membership database will be made available to members of the Management Team for the purpose of administration as described in 4. All Committee members who have access to membership information (Data Processors) have signed a Data Processing agreement designed to keep members' personal data secure and to ensure that it is only used for the purposes that members consented to.
7. Personal data relating to members may be made available to other officers/volunteers of the group who are involved in organising or leading YACWAG activities for the purpose of administration as described in 4 upon signature of the Data Processing Agreement.
8. Personal data will only be retained as long as it is relevant to administration as described in 4 above.
9. Individuals whose personal data is held on the YACWAG membership database are entitled to make a 'subject access request' to find out what information YACWAG is holding about them without charge. All subject access requests can be made to the Membership Secretary in writing, including by email at any time. These requests will be dealt with in a timely manner and within 20 working days.
10. All individuals including YACWAG's members have the right to withdraw their consent to be contacted by YACWAG or have their data used in line with point 4 above at any time. All emails and other communications from YACWAG will contain a message stating that if the recipient no longer wants to receive emails from YACWAG then they should contact the Membership Secretary.

NON-PERSONAL DATA

Non-Personal data is subject to the Environmental Information Regulations 2004.

Policy

1. Unless otherwise stated by the provider, where an individual or organisation provides YACWAG with a copy of data which they have collected, or collated, then the copy of such data shall be the property of YACWAG. The original data shall remain the property of the provider.

2. Such data shall form part of the YACWAG central database.
3. We may make data from our central database available to such members of the Group, or to such external agencies as the Management Team or their delegates think appropriate, provided that the reason it is required is in line with our Group Objects and provided it is to be used for legitimate purposes that will benefit wildlife.
4. Where YACWAG makes such data available to external agencies we will exclude any personal data in order to comply with the General Data Protection Regulations.
5. Where YACWAG makes data available to external agencies we will advise them that the data has joint copyright with the original recorder and the agreement of both will be needed if they intend to publish the data.

Approved: 12th January 2022

Next Review: 2025

YACWAG Data Processing Agreement

1. Data Processors are the individuals who are entrusted with all or some membership data (and some extra non-members' data).
2. Data processors agree that they will take all steps to keep this data secure by using anti-virus software on their home computing equipment and by taking other steps to maintain IT security.
3. Data Processors agree that they will not share this data with anyone else for any reason at all without the express permission of the data subject.
4. Data Processors will not use the data that they use for any informal reason whatsoever.
5. Data Processors will refer any Subject Access Requests to the Membership Secretary or Data Protection Officer.

Signed....

Dated.....