

DEVON MOTH GROUP (DMG) DATA PROTECTION POLICY



This Privacy Notice sets out the way the personal information you've given to the Devon Moth Group is used. It details our data protection policy under the General Data Protection Regulations (GDPR) which apply from 25th May 2018.

Lawful Basis for Processing Personal Data

Data is held on the grounds of "legitimate interests" as defined on the Information Commissioner's Office website (Note 1).

Legitimate Interests Assessment

- **Purpose Test**
 - DMG holds personal data on its members (see Note 2) for the purpose of keeping them informed of the work of the group. For example, sending them regular newsletters, our annual report and details of events.
- **Necessity Test**
 - We consider it reasonable and necessary to store and process members' personal data in order to achieve the purposes listed.
 - There is no less intrusive method to achieve the same result.
- **Balancing Test**
 - We consider that our members would reasonably expect DMG to store and process the data listed below for the purposes stated and that it will have minimal impact on their privacy.
 - If we did not hold this data, the Group would not be able to provide the services to which its members subscribe. So, we consider that the individual's interest does not override DMG's legitimate interests.

Data Held

- The following data held about members of DMG may be all or one of the following:
 - Name and postal address
 - Telephone number(s)
 - e-mail address

Data Storage

- Data will be stored on the computers of one or more individuals from the DMG Council (Note 3).

Security

- Digital data will be held on computers which are protected with current security protection software.

Data Use

- Data held will only be available to elected or coopted members of DMG Council.
- It will only be used to conduct the affairs of DMG, e.g informing members of meetings, distributing newsletters, etc
- It will not be made available to any third party.
- Any change of use must be communicated to members prior to the change, and their permission sought.

Communicating the Data Protection Policy

- All current and new DMG members will receive this Privacy Notice by email or hard copy.

Devon Moth Group Members' Rights

- Members have the following rights:
 - To know what data is held and how it is to be used.
 - To request amendment or deletion of their data.

Members' Requests

- Requests by members to access, rectify or erase their data should be made to our Data Protection Officer, any Council member (see Note 3) or via the contact form on our website at <http://devonmoths.org.uk/contact/>.
- Such requests will be dealt with as soon as possible and must be dealt with within 30 days of the request.

Data Protection Officer (DPO)

- The Data Protection Officer will be a shared function of the DMG Council.

Data Breaches

- All data breaches should be reported to the Council without delay.
- Any breach will be reported to the members concerned.
- Serious breaches may need to be reported to the Information Commissioner's Office(ICO).

Children

- The data of members under the age of 13 (defined by the GDPR) will only be held with the written consent of their parent or guardian.

Notes:

1. The Information Commissioner's Office website is at <https://ico.org.uk/>
2. We consider our members to be those people pay the annual subscription fee to DMG.
3. Council members are elected at our Annual General Meeting in March. The current members are on our website at <http://devonmoths.org.uk/>.

Date: 29th August 2018