

Data Protection Policy

British Wildlife Rehabilitation Council

March 2018

Your personal data – what is it?

Personal data relates to a living individual (*natural or legal person*) who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (GDPR)¹.

Who are we?

The British Wildlife Rehabilitation Council (BWRC) is the data controller. This means it decides how your personal data is processed and for what purposes.

How do we process your personal data?

BWRC complies with its obligations under GDPR by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes: -

1. To administer membership records
2. To maintain our own accounts and records
3. To process gift aid applications
4. To inform individuals of news, events, activities or services offered by the BWRC.
5. To fundraise and promote the interests of the charity
6. To contact individuals via surveys to conduct research about their opinions of current affairs that affect wildlife rehabilitation or of services or potential new services that may be offered
7. To operate the BWRC web site and Social Media Platforms to deliver the services that individuals have requested.
8. To enable us to provide a voluntary service for the benefit of the public as specified in our constitution

¹ At the time of going to press the new Data Protection Bill, which incorporates the GDPR into national law, has started its journey through parliament. The final form of this legislation is not yet known, we have therefore referred to the GDPR as the relevant legislation.

Sharing your personal data

Your personal data will be treated as strictly confidential, and will not be shared with any third parties. We will only share your data with third parties outside of the BWRC with your consent.

How long do we keep your personal data?

We keep your personal data for no longer than reasonably necessary after membership has elapsed in order to administer the membership database in case of delayed payment or failure of the BWRC to renew membership or due to any legal claims or complaints. This would normally be no longer than 12 months.

Where do we store your data?

We will keep your data on paper and in electronic systems. We will take all reasonable steps to protect against unauthorised access, unlawful processing and against accidental loss, destruction or damage. If data are backed up in the cloud, only services within EU boundaries will be used.

Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

1. The right to request a copy of your personal data which the BWRC holds about you;
2. The right to request that the BWRC corrects any personal data if it is found to be inaccurate or out of date;
3. The right to request your personal data is erased where it is no longer necessary for the BWRC to retain such data;
4. The right to withdraw your consent to the processing at any time;
5. The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller (known as the right to data portability).
6. The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
7. The right to object to the processing of personal data, (where applicable) [*Only applies where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority); direct marketing and processing for the purposes of scientific/historical research and statistics*]
8. The right to lodge a complaint with the Information Commissioners Office.

I confirm that I have read and agree to the BWRC's Data Protection Policy and give permission for BWRC to contact me (after May 2018, due to GDPR, we will not be allowed to contact you, including to e-mail newsletters, without this permission). <i>(Please circle your preferred method(s) of contact in the boxes to the right and sign below).</i>	E-mail
	Telephone
	Post
Signature:	Date: