

## **Member Privacy Notice**

**Data Controller:** The Royal Entomological Society ('RES', 'us' or 'we'), The Mansion House, Chiswell Green Lane, St Albans, AL2 3NS. Tel: 44 (0)1727 899387

**Data Protection Lead:** Data Protection Lead, the Royal Entomological Society, The Mansion House, Chiswell Green Lane, St Albans, AL2 3NS. Email: [info@royensoc.co.uk](mailto:info@royensoc.co.uk).

The RES collects and processes personal data relating to its members to manage the membership relationship. The RES is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

This Privacy Notice aims to provide you with a clear explanation of the personal data which the RES holds and the purposes for which it is held.

### **What information does the RES collect?**

The RES collects and processes a range of information about you. This may include:

- your name, address and contact details, including email address and telephone number;
- your nationality and information about your qualification to be a member;
- your date of birth;
- information about your eligibility to be a member:
- details of your qualifications, skills, professional memberships, experience, publications or achievements in the field of entomology and employment history, including start and end dates;
- details of your availability for undertaking member activities and attendance at meetings;
- information regarding any training you receive; and
- equal opportunities monitoring information, including information about your gender, ethnic origin, disability status and religion or belief.

The RES may collect this information in a variety of ways. For example, data might be collected through member application forms or CVs; from forms completed by you at the start of or during your membership; from correspondence with you; or through meetings. Personal data is stored on our membership database.

In some cases, the RES may collect personal data about you from third parties, such as references from previous organisations who have engaged you as a member.

Data will be stored in a range of different places, including in your member file, in our IT systems (including our email system).

### **Why does the RES process personal data?**

The RES has a legitimate interest in processing personal data before, during and after the end of the member relationship to ensure you are eligible to be a member. Processing member data allows the RES to:

- run member appointment processes;
- maintain accurate and up-to-date member records and contact details;
- ensure that members are able to receive the information required for meetings;
- obtain appropriate legal or HR advice, to ensure that it interprets and complies with duties in relation to legislation and its own policies, processes and procedures in a fair and reasonable manner;

- ensure that members are receiving appropriate reimbursement of expenses;
- ensure effective general business administration;
- respond to and defend against legal claims; and
- maintain and promote equality.

Where the RES processes special categories of personal data, such as information about ethnic origin, disability status or religion or belief, this is done for the purposes of equal opportunities monitoring. Data that is used for these purposes is anonymised or is collected with the explicit consent of members, which can be withdrawn at any time. Members are entirely free to decide whether or not to provide such data and there are no consequences of failing to do so.

### **Who has access to your data?**

Your data will be shared with employees and colleagues within the RES where it is necessary for them to undertake their duties. This includes, for example, those with responsibility for arranging member activities, the representative for maintaining records, finance for processing payment of expenses and IT staff.

You should be aware that if you are appointed as a member of the Royal Entomological Society, some of your personal data may be filed on public and searchable registers. The RES will file such of your data to the extent required by law. Once entered on any register/s, the RES ceases to be responsible for the protection or processing of such data. However, your right as a data subject to require the RES to correct inaccuracies or update your data to the extent that it is able to do so, continues to apply.

The RES shares your data with third parties such as employers in order to confirm your member eligibility declarations and, if required, obtain references from other organisations.

The RES also shares your data with third parties that process data on its behalf in connection with insect enquiry/identification services. These arrangements are also governed by a duty of confidentiality.

### **Where do you store my data?**

We store your data on third party servers which are based both in the UK and outside of the UK.

When working with third parties we may need to transfer your personal data outside of the UK and / or EU.

Whenever we transfer your personal information outside of the UK and the EU, we will ensure it receives additional protection as required by law. To keep this policy as short and easy to understand as possible, we haven't set out the specific circumstances when each of these protection measures are used. You can contact us at [dpo@royensoc.co.uk](mailto:dpo@royensoc.co.uk) for more detail on this.

### **How does The RES protect data?**

The RES takes the security of your data seriously. The RES has internal policies and controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our Trustees, employees and/or senior officers in the performance of their duties.

Where the RES engages third parties to process personal data on its behalf, they do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

### **For how long does the RES keep data?**

In line with data protection principles, we only keep your data for as long as we need it for, which will be at least for the duration of your Member relationship with us.

In some cases, we will keep your data for a period after your member relationship has ended. Retention periods can vary depending on why we need your data. For further information on this, please check our Retention Schedule, which can be made available by requesting a copy from the Data Protection Lead at the address provided at the start of this notice. .

### **Automated decision-making**

Membership decisions are not based solely on automated decision-making.

### **Your rights**

As a data subject, you have a number of rights. These are:

- the right to be informed. This means that we must tell you how we use your data, and this is the purpose of this privacy notice;
- the right of access. You have the right to access the data that we hold on you and to receive a copy of your data and information about where it was sourced. To do so, you should make a subject access request. You can read more about this in our Subject Access Request policy, which is contained in our Data Protection Policy, and is available from the Data Protection Lead;
- the right for any inaccuracies to be corrected. If any data that we hold about you is incomplete or inaccurate, you are able to require us to correct it;
- the right to ask us for your data to be erased, for example if you believe there is no longer any need for your data to be held for its original purpose, or if you decide to withdraw any consent that you have given for your data to be processed;
- the right to restrict the processing of the data. For example, if you believe the data we hold is incorrect, we will stop processing the data (whilst still holding it) until we have ensured that the data is correct;
- the right to portability. You may transfer the data that we hold on you to another organisation for your own purposes;
- you may have the right to object to the way we use your data if you do not agree that we are using it for our legitimate interests; and
- the right to regulate any automated decision-making and profiling of personal data. You have a right not to be subject to automated decision making in way that adversely affects your legal rights.

Where you have provided consent to our use of your data, you also have the unrestricted and unconditional right to withdraw that consent at any time. Consent will be collected when registering membership on the RES online membership system. Withdrawing your consent means that we will stop processing the data that you had previously given us consent to use. There will be no consequences for withdrawing your consent. However, if the data is also used for a different purpose with a different lawful basis then it is possible that that processing can continue.

If you would like to exercise any of these rights, you may do so by contacting our Data Protection Lead using the details at the top of the notice.

If you believe that we have not complied with your data protection rights, you can complain to the Information Commissioner. Their contact details can be found on their website ([www.ico.org.uk](http://www.ico.org.uk)).

