



Privacy Notice

Bedfordshire Bat Group is a not-for-profit voluntary organisation which works for bat conservation within Bedford Borough, Luton and Central Bedfordshire; carries out surveys of bats and maintains a database of bat records, provides bat records to ecological consultants for the purposes of ecological assessment; works with people to provide information and raise awareness of bat conservation; and, when necessary, carries out bat care and rehabilitation.

On what basis do we collect information from you?

We collect information about you when you become a member of the Bedfordshire Bat Group, if you attend a Bedfordshire Bat Group event, if you request bat records for ecological assessments, provide bat records to the bat records database and if you have found an injured or grounded bat that we are collecting for care and rehabilitation.

The legal basis we have identified for collecting your data are:

[Membership Data](#): Consent

[Bedfordshire Bat Group Events](#): Legitimate Interest

[Bat Records](#): Legitimate Interest and Consent

[Data Search](#): Contractual

[Bat Care and Rehabilitation](#): Legitimate Interest and Vital Interest

[Bedfordshire Bat Group Website](#): Consent

Membership

What Information do we collect about you?

Membership data consists of:

- Last date paid
- Year of membership
- The amount you paid (subscription and any donation)
- Your name
- Name(s) of other individuals who are part of your household membership
- Your address
- Your e-mail address(es)
- Your phone number(s)
- Whether you want your newsletters by post or as a pdf
- Comment (for example details for those who have paid several years' subscription at once)

We ask for your consent to collect this data on joining.

How will we use the information about you?

The information will be used for the purposes of administering your membership, issuing a quarterly newsletter and providing notice and information of Bedfordshire Bat Group events. This information may be used to generate a Bedfordshire Bat Group record.

Information will be kept for the duration of your membership, and deleted if you resign your membership. If you fail to pay your subscription when it is due but do not resign, the information will be kept for six months after the renewal date and then deleted.

Bedfordshire Bat Group Events

What Information do we collect about you?

For all participants in Bedfordshire Bat Group events we may record:

- Names of attendees
- There may also be photos taken of participants, and these may be used on the Bedfordshire Bat Group website blog, or in the newsletter.

This data is collected on the basis of Legitimate Interest.

How will we use the information about you?

The information collected at events may be used for website blogs, newsletter articles and feedback to members, including publicly acknowledging the support of members. This information may be used to generate a Bedfordshire Bat Group record.

Information will be kept indefinitely.

Bat Records

What Information do we collect about you?

When you submit a biological record we collect:

Includes personal data

- Your name
- Your contact details - phone or e-mail
- (Postal address of bat location)*
- (Postcode of bat location)*
- (Date)*

No personal data

- Grid reference of bat location
- Species of bat
- Method of identification of bat
- Extra notes on observation of bat

The three items marked *constitute personal information only if they can be linked to your name.

If you are not a Bedfordshire Bat Group member, we will ask for your consent to record and use the data when you supply a record of a bat. Records supplied by Bedfordshire Bat Group members are kept and used under Legitimate Interest.

Records which were supplied before June 2018 will be stored and used on the legal basis of Legitimate Interest.

How will we use the information about you?

The information we collect to create a biological record is used for:

- verifying and maintaining bat records
- maintaining historical records

Your name and contact details will be kept for a maximum of 18 months for the purpose of verifying biological records. Your name, unless you request otherwise, will be included in a list of acknowledgements in the annual bat report for *Bedfordshire Naturalist*, but it will not be linked to a date or location in that report. Other details (date, address, postcode, grid reference and details of what was seen or heard) will be kept indefinitely in the Legitimate Interest of maintaining the Bedfordshire Bat Group database. Your name, exact address and postcode will not be included in any data supplied to anyone outside the Bedfordshire Bat Group.

Will we share your information?

No. Data supplied for data searches does not include personal information.

Data searches

What information do we collect about you?

- Name and contact information of the person requesting the data search

How will we use the information about you?

We collect your personal information to:

- Quote and Invoice for the data you have requested
- Send you the data you have requested
- Maintain our financial records

This data is collected on the legal basis of Contractual purposes.

This information will be kept for 7 years as per financial regulations.

Bat Care and Rehabilitation

At present Bedfordshire Bat Group does not undertake bat care and rehabilitation, although some individuals who are bat group members do.

What Information do we collect about you?

If you have found or rescued an injured / grounded bat we will collect the following information:

- Name and contact details of the person who found the bat.
- Name and contact details of any other person who has handled the bat*.

This information will be collected under the legal basis of Vital Interest.

- Location of where the bat was found
- Location of where the bat was collected from.

This information will be collected under the legal basis of Legitimate Interest.

*For children under 16 names and contact details will be collected by consent of their parents / guardians.

How will we use the information about you?

- If the bat is infected with European Bat Lyssavirus the information will be used to contact all persons who have had contact with the bat
- Generate a bat record
- Release the bat (if required) at the location it was found
- Inform the person who found the bat of the outcome

This information will be kept for either:

- Until the bat is released
- Until the bat dies plus 3 months

Bedfordshire Bat Group Website

The website uses cookies to enable the website to load and work more efficiently, and for us to evaluate and improve the website. Consent is asked when first loading the homepage.

The Bedfordshire Bat Group does not store IP addresses of visitors.

We provide links to external websites. The Bedfordshire Bat Group is not responsible for the content or privacy policies of other websites. If you have followed a link from our website you may be supplying information to a third party.

How is the information we collect stored?

The information will be stored electronically on password protected databases, by committee members, the bat recorder, the data search administrators or the bat carers.

Will we share your information?

The personal information we collect will not be shared with any other organisation.

Access to your information and correction of your information

You have the right to:

- Request a copy of the information that we hold about you.
- Request us to remove, amend or restrict the information we hold about you.
- Object about the way we process your information.

For more information on your rights please see <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

If you would like a copy of some or all the information we hold about you, please contact us on enquiries@bedsbatgroup.org.uk. Proof of identity will be required, for example making the enquiry from an email address we already have for you.

If you would like us to remove, amend or restrict the information we hold about, or to object about how we process you information please contact us on enquiries@bedsbatgroup.org.uk.

Changes to our Privacy Notice

This Privacy notice will be reviewed annually and confirmed by the Bat Group Committee. Privacy Notice last updated 05/03/2019. Last reviewed 22/10/2018

How to contact us

If you have a complaint or wish to contact us about any questions about this privacy notice please email enquiries@bedsbatgroup.org.uk

Complaints

For further assistance with complaints regarding your data, please contact the Information Commissioner's Office, whose remit covers the UK.

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
SK9 5AF
Telephone: 0303 123 1113
Email: casework@ico.org.uk
Web: <https://ico.org.uk>