

# **South Lancashire Bat Group – Data Privacy Notice 2018 (effective from 25<sup>th</sup> May 2018)**

The information provided in this privacy notice applies to all members of the South Lancashire Bat Group.

## **1. Who we are.**

South Lancashire Bat Group (SLBG) is a registered charity (reference 1109519). SLBG respects your privacy and is committed to protecting your personal data in a way that respects your individual rights while enabling us to continue working to protect bats. SLBG aim to comply with all General Data Protection Regulation (GDPR) covered in the Data Protection Act (UK) 2018.

South Lancashire Bat Group  
PO Box 512  
Bury  
BL8 9FB  
Telephone 0161 764 8850  
Email: enquiry@slbg.org.uk

## **2. What do we do with your information and your rights.**

When you become a member of SLBG, we create a record in our secured database. Access to this information is restricted to only those few people that require it for the purpose of contacting you about relevant information or activities related to bat conservation, bat group activities and membership renewal.

### The information we keep.

You have the right to be informed about the collection and use of your personal data. We only collect details relevant to your SLBG membership – name and address, contact detail and email address.

Your personal information is kept so that we can send you relevant bat group information.

### How long do we keep your personal information for.

Your personal information will be kept up to date for as long as you are a member of SLBG. If you decide not to renew your membership, we may retain your information for a period of time that is consistent with applicable law. However we will not contact you once your membership has closed unless you choose to contact us.

### Third Parties

SLBG will never sell or share your details to third Parties. With regards to our database, we have full control over how your data is stored and used.

### Access to your own information

You have the right to access information we hold about you.

You can contact us anytime to change or update your details, or obtain a copy of your record. If you have any queries about your data please email us at [enquiry@slbg.org.uk](mailto:enquiry@slbg.org.uk)

You can ask us to erase any personal data we hold about you, which we will do without undue delay.

### Policy review

We will review our privacy information regularly and update as necessary. Any changes to this privacy notice will be communicated to our membership.