

Shoreham & District Ornithological Society:- Data Protection Policy

Shoreham & District Ornithological Society (SDOS) is committed to protecting your privacy and ensuring the security of your personal data

As defined in the General Data Protection Regulation EU (GDPR) SDOS is the Data Controller. Within SDOS three Administrators, comprising the Membership Secretary, the Treasurer and the IT Coordinator have access to your Personal Data for the purpose of running the society.

Your personal data will not be shared with any third-party, other than two companies providing on-line services to us as follows:-

- a) A third-party Data Processor ([membermojo](#)) is used for on-line storage of your personal data and the operation of on-line membership services. For this provider's GDPR policy please see:- [membermojo GDPR](#)
- b) The SDOS User Group on-line forum is hosted by groups.io and its GDPR compliance policy can be found at [groups.io GDPR](#)

What Data Do We Collect and Why?

The personal data that we collect is limited to what you provide on the Application Form.

These details are required to enable you to receive a regular Newsletter; an Events Programme; and information regarding your subscription payment and renewal.

If you join our private on-line User Group (sdos@groups.io) you will receive event reminders and be able to discuss topics of interest with other members.

The Application Form includes a consent 'tick box' which you must tick to indicate your consent to this policy.

Where and How Is My Data Stored?

If you submitted a paper application form when you joined, your details are maintained by SDOS Administrators both on paper and in spreadsheets. After 1st January 2020 all such data relating to existing members, and the data on new members applying in future on paper forms, will be entered into membermojo. From that date all membership records will be held securely by membermojo in a UK data centre.

By requesting an invitation to join our on-line User Group (sdos@groups.io) you consent to your name and email address being stored in a data centre outside the UK.

Maintenance of Data

You have the right to request a copy of the data pertaining to you, and also to inform us about any necessary changes.

If you have not provided an email address you will need to contact the Membership Secretary. Alternatively, if you have provided an email address you can log-in to membermojo at any time to view and amend your personal details yourself. .

You also have the right to ask us to delete personal data or to object to the way we use it, but if we can no longer communicate with you we will assume that you no longer wish to be a member.

When you leave SDOS, or your membership lapses through non-payment of your subscription, we will archive your personal details and retain them for a period of 5 years. However you have the right to ask us to delete your data immediately.

Web-site

The SDOS web-site (<https://www.sdos.org>) is a secure site - it has been designed to provide information and not to collect personal data.

Complaints

You can complain to the Information Commissioner's Office (ICO) if you believe that we have misused your personal data.