

Privacy Notice



South West Scotland Environmental Information Centre (SWSEIC). We are the local environmental records centre covering south west Scotland, and we work to collate and share information about the wildlife and habitats across the region.

SWSEIC is hosted by the Southern Uplands Partnership¹ (SUP). SUP provided payroll, management and administrative support to SWSEIC and are registered as the data controller for SWSEIC's work on the **Data Protection Registry**.

This privacy policy explains how SWSEIC use any personal information we collect about you when you use our website or interact with us.

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What information do we collect about you?

What personal information may we hold about you?

- Your name, address, e-mail address and other relevant information when you report a sighting; register to take part in an event, survey or project; become, or express an interest in becoming, a volunteer; make a donation; purchase goods or services (e.g. requesting data); or make general enquiries.
- Financial information to support the processing of payment information; whether donations qualify for Gift Aid; or if discounts and concessions are claimed.
- Information regarding your personal/professional interests or demographics (such as age or gender).
- Website usage information is collected using cookies.

Other personal information created through your engagement with SWSEIC and our projects:

- Your involvement in submitting wildlife records to SWSEIC or our projects creates data which may be classed as personal information (as a wildlife observation can identify where you were on a particular date).
- We use online services for the management of our email/marketing (for managing our e-newsletters and similar communications) and for event booking and ticketing. The providers of these services are currently MailChimp and Eventbrite. The provider of these services acts as a processor of data on behalf of SWSEIC/SUP. These services allow SWSEIC to host email list sign-up forms; manage mailing lists; provide our contacts with easy to use tools for updating their mailing preferences; provide booking and ticket purchase facilities for our events.

¹ Southern Uplands Partnership is registered in Scotland as a company limited by guarantee with charitable status. Company No. SC200827 / Charity No. SCO29475. Registered address: The Southern Uplands Partnership, Studio 2, Lindean Mill, Galashiels, TD1 3PE.

- If you choose to receive our email newsletter, your response to emails you receive may be logged, allowing us to determine, for example, if email is opened and if links within the email have been visited. This information is used to help assess the effectiveness of such emails so that we can improve them. We may occasionally use these responses to send relevant further communications in response to your actions (e.g. clicking a particular link) or inactions (e.g. not opening an email), in accordance with your contact preferences.
- If you attend a SWSEIC event or an event run as part of a SWSEIC project, we may log your interests and the skills that you attained in participating to aid with managing our records or targeting future communications (although you will always be able to opt out of such communications).

Personal information which we may receive from third parties:

- As part of our work with partner organisations SWSEIC may undertake both scientific and promotional activities that might lead to the transfer to us of personal data.
- SWSEIC may receive personal data (e.g. recorder names associated with locations) from third parties sharing biological records with us.

How will we use the information about you?

When you interact with SWSEIC and have not advised us to the contrary, you are agreeing that we may use your personal information for the purposes set out in this statement.

SWSEIC will only process your personal data where it has a lawful basis for doing so (as specified under Article 6 of the EU General Data Protection Regulation - GDPR). In most cases, the lawful basis is that processing such data is necessary for the legitimate interests of SWSEIC.

SWSEIC will never pass your personal data for marketing purposes to other organisations without your express consent. We will only ever share minimal information with other individuals or organisations where absolutely necessary.

Keeping in touch

We would like to send our contacts information about our work and about relevant local news and activities. You will receive these only if you have consented to joining our mailing list. You have a right at any time to opt out from these; you can unsubscribe from email communications or update your preferences at any time using the links contained in each message or by contacting us directly.

Other uses of personal data

We seek to balance the preservation of your rights under the GDPR with our legitimate interest in promoting wildlife recording and managing activities associated with recording of wildlife and their associated habitats. This activity is central to the achievement of our aims. If you feel your personal rights override our legitimate interests, you have the opportunity to ask us not to use your information in such a way. Please note that in some circumstances, this may diminish the scientific value of wildlife records you provide.

Where we process personal data on the basis of our legitimate interests, we do so for the following purposes:

- to manage volunteers, donors, staff, partnership relationships, and commercial interactions;
- to manage the wildlife and habitat records we hold in an accurate and scientifically rigorous manner, including validating and verifying your data;
- to provide you with feedback on records and surveys you have contributed to.

In other cases, the legal basis for processing your personal data may be:

- where you have given clear consent for us to do so for a specific purpose;

- where the processing is necessary for a contract SWSEIC/SUP has with you;
- where the processing is necessary to protect someone's life;
- where the processing is necessary for SWSEIC/SUP to otherwise comply with the law.

Specific examples of information which may be passed to third parties

- Your name is an **integral part of a biological record** which we may share to establish or maintain the scientific validity of the record.
- Certain funders may request limited personal information (usually name and postcode) as part of supporting evidence of attendance of events/activities as a grant claim.

How we store your information

We are committed to ensuring that your information is stored safely and securely. In order to prevent unauthorised access or disclosure we have put in place suitable procedures to safeguard and secure the information we collect. For example, all of our computers are securely password protected.

Our operations are based in the UK and we thus store the bulk of our data within the European Union. Some organisations that provide services to us are not EU based (e.g. MailChimp) and may transfer personal data outside of the EU; we will only allow them to do this where those organisations assure us that they comply with a regulatory environment that is compatible with the GDPR.

We will only store your personal information for as long as it is required for the purpose(s) it was collected for. How long information will be stored for depends on the nature of the information collected and what it is being used for. For biological records, this may be in perpetuity. We will undertake regular reviews of the personal information that we hold and will delete personal information that is no longer required to be held (whilst maintaining a record of any preferences expressed by you not to be contacted).

Cookies

Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. This information is used to track visitor use of the website and to compile statistical reports on website activity. For further information visit www.aboutcookies.org or www.allaboutcookies.org. You can set your browser not to accept cookies and the above websites tell you how to remove cookies from your browser. However it is possible that some of our website features may not function as a result.

Changes to our privacy policy

We keep our privacy policy under regular review and we will place any updates on this web page. This document was last edited on 3 May 2018.

How to contact us

Please contact us if you have any questions about our privacy policy or information we hold about you. Our email address is info@swseic.org.uk.