

Outer Hebrides Biological Recording Privacy and Data Protection Policy

OHBR is committed to protecting your privacy and security. This policy explains how and why we hold and use your personal data, and to ensure that you are aware of your rights. By using our websites and submitting biological records, you are agreeing to be bound by this Policy.

In compliance with the new regulation on personal data (General Data Protection Regulation) you have the choice as to how we contact you (e-mail, post, telephone), the type of information you wish to receive e.g. news and events, and how we use your personal information. You can decide not to receive communications or change how we contact you at any time.

Personal Information

We only hold the personal information you send to us:

- i. Name and address and other contact details if supplied (e-mail, telephone number)
- ii. Date of consent for contact method and type of information received
- iii. The biological records you submit

Information Use

- i. Biological records submitted to OHBR are shared with other organisations and users for the benefit of the conservation and understanding species distribution and ecology in the Outer Hebrides and in a UK or international context. Personal details, such as email addresses, are not shared with any other organisations. Your email address is only used to contact you if OHBR has any queries about your biological records.
- ii. Information held by the OHBR is made available to individuals and public and private organisations in accordance with our published Terms and Conditions.
- iii. The name and contact details (e-mail address, telephone number or postal address) of the recorder and verifier (where appropriate) are required to enable us to contact the data supplier if necessary as part of our record checking process. This information is held with the original record and is not transmitted.
- iv. No personal information collected by OHBR is used for any purpose other than record verification, checking or quality control. This data is securely held and managed in accordance with the General Data Protection Regulations and the OHBR Privacy Policy.
- v. No personal information, other than the name of the recorder and verifier, is included in the records held in the main database or shared with any organisation or individual with access to the biological records held by OHBR.
- vi. If you have requested to be included in our mailing list we will send you information about forthcoming events such as workshops, talks, field meetings and to up-date you on OHBR news and activities.
- vii. We only use your personal data with your consent or where it is necessary in order to comply with a legal duty or protect your vital interests.
- viii. We do not sell, trade, or rent personal identification information to others.

Data Protection

We adopt appropriate data collection, storage and processing practices, and security measures to protect against unauthorized access, alteration, disclosure or destruction of your personal information.

Controlling your Data

We want to ensure you remain in control of your personal data.

Your principle rights under data protection law are:

- i. You have the right to request access to a copy of the personal information that we hold about you, how and why we use it, who we share it with, how long we keep it for and whether it has been used for any automated decision making. You can make a request for access free of charge. Please make all requests for access in writing, and provide us with evidence of your identity.
- ii. You can ask us to change or correct any inaccurate or incomplete personal information held about you
- iii. You can ask us to delete your personal information where it is no longer necessary for us to use it, you have withdrawn consent, or where we have no lawful basis for keeping it
- iv. You can ask us to restrict the personal information we use about you where you have asked for it to be erased or where you have objected to our use of it.
- v. You can object to our processing of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. Please contact us as noted above, providing details of your objection.
- vi. You can ask us to provide you or a third party with some of the personal information that we hold about you in a structured, commonly used, electronic form, so it can be easily transferred.
- vii. If you have given us your consent to use personal information (e.g. to send you information about OHBR activities), you can withdraw your consent at any time.

Further Information

We may change this Policy from time to time so please check this page occasionally to ensure that you're happy with any changes. By using our websites, you're agreeing to be bound by this Policy.

Any questions regarding this Policy and our privacy practices should be sent by email to admin@ohbr.org.uk or by writing to OHBR, c/o 24b Ardivachar, South Uist, Outer Hebrides HS8 5RF.