



Highland
Biological
Recording
Group

DATA PROTECTION POLICY: GENERAL DATA PROTECTION REGULATION

On the 25th of May 2018, new data protection regulations will come into effect in the United Kingdom - the General Data Protection Regulation - GDPR. The purpose of this note is to tell you, as a member of and/or recipient of communications from the **Highland Biological Recording Group**, the information we hold about you; how we keep it safe; and the purposes for which it is kept.

The GDPR principles to be followed are:

- **Transparency, fairness and lawfulness** - we tell you what we hold and what data processing will be done. Our processing will meet the tests described in the GDPR which you can find [here](#).
- **Purpose limitation** - we keep your information to allow us to communicate with you and will not use it for any new, incompatible purpose.
- **Data minimisation** - we only hold personal information that is relevant to members of HBRG.
- **Accuracy** - members are responsible for taking all reasonable steps to ensure the personal information we hold is accurate.
- **Storage limitation** - we will not retain your information for any longer than is necessary.
- **Integrity and confidentiality** - we will keep your personal information secure.

The information we hold

We hold your name, your email address, your postal address and your telephone number.

This information is held by the membership secretary.

How the information is kept safe

The information is held in a secure password-protected file on the HBRG server, accessible only to selected HBRG office-bearers. We will not pass any of this information to any other organisation without your consent.