**General Data Protection Regulation (GDPR) Statement for GBC**

The Gay Birders Club (GBC) are committed to the principles of the GDPR and we aim to ensure:

* Transparency with regards to use of your data
* That any processing is lawful, fair, transparent and necessary for a specific purpose
* That data are accurate, kept up-to-date and deleted when no longer necessary;
* That data are kept safely and securely.

**What information do we hold?**

Your name, postal address, email address, your subscription amount and when you last paid.

**How do we use your information?**

Your details are only used for the following purposes, to help support your membership of the Club:

·         Mailing ‘Out Birding’ to those members who have requested the printed version

·         Mailing the annual calendar of events which is sent to all members

·         Emailing the PDF version of Out Birding and information about forthcoming club events, Zoom talks etc

·         Contacting members for issues relating to membership or address changes.

**What legal basis do we have for processing your personal data?**

Under the GDPR the lawful bases we rely on for processing this information are:

(a) Your consent. You are able to remove your consent at any time. You can do this by contacting [contact@gbc-online.org.uk](mailto:contact@gbc-online.org.uk)

(b) We have a legitimate interest. In order to provide you with information related to your membership of the GBC.

**When do we share personal data?**

With your consent, your name and email address will be shared with your Regional Contact and other GBC members in your regional group.

**How do we secure personal data?**

Your personal data are stored in a cloud-based, password-protected membership database. In addition, your email address is also stored on a password-protected email server to enable the Club to send out emails from the ‘[news@gbc-online.org.uk](mailto:news@gbc-online.org.uk)’ and the '[contact@gbc-online.org.uk](mailto:contact@gbc-online.org.uk)' email accounts.

Both the membership database and email system are managed by the Membership Secretary and can also be accessed by the Chair and the IT Support who is also a GBC member. The Editor of Out Birding can access your name and postal address for mailing purposes. Only the Membership Secretary has the facility to edit the membership database and this remains the property of the Club and not an individual member.

**How long do we keep your personal data for?**

The Club keeps your personal data for the period of your membership. Your personal data will be deleted within one month of you cancelling your membership of the club, or within 6 months of non-renewal of your membership when we have not been able to make contact with you to confirm renewal.

**Your rights in relation to personal data and how to contact us**

You have the right to see the personal data that we hold and the right to have any incorrect information amended. You also have the right to request that your personal data is erased, or to object to its processing, however, if you do so, we will no longer be able to send emails or postal mailings to you. If you wish to see your personal data, have it corrected or to have your details removed, this can be done by emailing [contact@gbc-online.org.uk](mailto:contact@gbc-online.org.uk) where your request will be actioned, and a confirmation email sent.