

## Privacy Policy – Cornwall Mammal Group

15<sup>th</sup> May 2018

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### What we need

The Cornwall Mammal Group (CMG) is a voluntary group dedicated to protecting Cornwall's mammals by encouraging study, understanding and recording. CMG is affiliated with the Mammal Society. CMG is the 'Controller' of the personal data you provide to us. We only collect basic personal data about you, which does not include any special types of information. We do, however, hold contact details (name, address, email etc.), records of which of our events you have attended, and whether you subscribe to our newsletters, website or social media forums (Facebook, Twitter etc.)

### Why we need it

We need to know your basic personal data in order to keep in touch and to send you newsletters, details of forthcoming events and information about ways in which you can join in with our projects and surveys.

### What we do with it

Your personal data are used to enable us to provide you with updates about our activities, inform you about events and ways in which you can join in with our projects and surveys, and to renew your membership.

### How long we keep it

We will keep your data as long as you are a member of the CMG. If your membership lapses we will contact you with reminders for up to two years, after which time we will consider your membership dormant and remove you from our system. For non-members of the CMG, we need your permission to contact you after 25<sup>th</sup> May 2018. If you are a member of the CMG, we also need your permission to contact you about matters that do not relate to your membership.

For people who have contributed data to one of our mammal survey projects, we will keep your data as long as the project is active, in order that we can contact you if necessary to get additional details about any records you have supplied.

### How to subscribe to our communications

We would like to use your contact details to keep you up to date with our news, and to give you information about how you can get involved with the work of the Society (providing details of events, for example). If you would like to or unsubscribe to our email communications, please email our secretary and include the subject line unsubscribe.

### What are your rights?

At any point you can request to see what information we hold about you and, if necessary, have it corrected or deleted.

The only time we would not be able to remove your details and close your account would be if you had an outstanding balance, or there was some other legal restriction against doing so.

If you wish to raise a complaint on how we have handled your personal data, you can contact our Chair through the website contact page who will investigate the matter.

If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law, you can complain to the Information Commissioner's Office (ICO).