



NATIONAL FORUM FOR BIOLOGICAL RECORDING

NFBR Privacy Statement

NFBR are committed to protecting and respecting your privacy

This Statement explains when and why the National Forum for Biological Recording (NFBR) collects personal information about people, how that information is used, the conditions under which it may be disclosed to others and how it is kept secure.

This Statement may be updated from time to time, please check the version and date of this document to ensure that it is the most up to date copy and that you are happy with any changes.

NFBR can be contacted with any questions regarding this Statement and its privacy practices in the following ways:

Email membership@nfbr.org.uk

Post 14 The Paddocks, Sutton Bonington, Loughborough, Leicestershire, LE12 5NG

Telephone 01904 641631 (membership secretary)

Who are we?

NFBR is the premier organisation for practitioners engaged with biological recording across the United Kingdom. Membership includes individual naturalists, national organisations and recording societies, local environmental records centres and their staff. This gives it a unique perspective and an important role.

NFBR is a registered charity, charity number 1152948, overseen by a board of six Trustees under the guidance of an Advisory Council, in accordance with our Constitution.

How do we collect information from you?

NFBR obtains personal information from its members, including both individuals and organisations, and also from people who are not members but wish to attend our conferences. In all situations the individual or organisation provides NFBR with that information, either by completing an online form, downloading an electronic form, or in the body of an email.

What type of information is collected from you?

The personal information collected by NFBR might include your name, postal address, email address and telephone number. Any personal information relating to payment details for membership and conference attendance is usually held by Paypal, or event ticketing platforms.

Once a member, your name and email address will be added to a private NFBR Mailchimp distribution list for the sole purpose of bona fide communications, including distribution of the newsletter. Mailchimp's Privacy Policy can be found here: <https://mailchimp.com/legal/privacy/>

How is your information used?

NFBR may use your personal information to:

- send an electronic (or paper if requested to your postal address) newsletter via email twice per year;
- send occasional emails informing you of conferences and projects that may be of interest;
- notify you by email (or post if requested) of the annual AGM (if a member) or changes to conferences or events;

How long will we keep your information?

Retention periods for personal information are reviewed on a regular basis. NFBR will only hold your personal information on our systems for as long as you are a member. If you no longer wish to be a member and inform us using the contact details above, or your membership elapses for more than three years, your personal information, except for your name, will be removed from any membership lists and email distribution lists.

Your choices

You have a choice about whether or not you wish to provide personal information to NFBR, or if you wish to receive information from us.

We will not contact you for communications purposes by email, phone or post unless you are a member of NFBR, or have registered to attend one of our conferences. If you change your mind and no longer wish to receive occasional communications from us, then you can opt-out at any time by contacting NFBR using the contact details above.

Who has access to your information?

NFBR will not sell or rent your personal information to third parties, nor share your information with third parties for marketing purposes.

How you can access and update your information

The accuracy of your information is important to us, if you change email address, or any of the other information we hold is inaccurate or out of date, please contact NFBR using the contact details above. You have the right to ask for a copy of the personal information NFBR holds about you at any time.

Security precautions in place to protect the loss, misuse or alteration of your information

When you give us personal information, NFBR takes steps to ensure that it is treated securely.

Non-sensitive details (your email address etc.) are transmitted normally over the Internet via email, and this can never be guaranteed to be totally secure. As a result, while NFBR strives to protect your personal information, it cannot guarantee the security of any information you transmit, and you do so at your own risk.

Once your information is received, NFBR make best efforts to ensure security on its internal systems, which are all password protected and have an off-site back-up.