



BENHS Data Protection Statement

This is a timely reminder that all personal information supplied to the Society is treated strictly in accordance with the requirements of current data protection legislation and is used only for the purposes of administering the Society.

GDPR

We have examined our processes and practices to ensure that we fully comply with the new General Data Protection Regulation legislation (GDPR) which came into force on 25th May 2018, having taken note of advice provided by the Information Commissioner's Office (ICO) and other sources. GDPR applies to living individuals and aims to give people more control over their personal data; organisations are required to demonstrate that there is a legitimate legal basis for their processing of personal data. This may be to fulfil a contract with the individual, or if it is a legal duty, or if it is in the legitimate interest of the organisation, or by consent. Individuals may request to see a copy of the information held on them, and may correct it. How this legislation affects BENHS as a society is summarised below.

1. The BENHS-held data to which the legislation applies

These comprise personal contact data (names, postal & email addresses, land line and mobile phone numbers), financial transaction details, entomological interests and in some cases dates of birth and other sensitive data.

Prospective members supply personal information on their application form: surname, initials or first name, postal address, title (e.g. Dr.), qualifications (e.g. university degree), and interests within entomology or natural history. These details are included on the printed Membership List. Other details are retained if known: usual first name, e-mail address, telephone number (mobile or landline). These are not necessarily kept up to date. For all members we also hold the membership status (e.g. ordinary or student), the year of joining, and the amount paid by subscription each year.

For members paying their subscription by standing order, we hold the branch code and the last four digits of the bank account number. This enables us to identify payments that arrive without identification and to distinguish between payments from members with similar names.

Two classes of members pay a reduced subscription, those under 18 years of age, and students in full-time education. In order to manage this, we store the date of birth (if under 18) or the course-ending date (if in education).

Members may be flagged on the database as paying by standing order or by PayPal; or if suspended through non-payment or short payment; or if the preference is for their information to be included or omitted from the Membership List.

Members leaving the Society are flagged as resigned, deceased or struck off. This enables members who have resigned to rejoin at any time. At intervals, non-members

are deleted from the database, but at the same time the old copy is archived for historical purposes, e.g. to assist in the compilation of biographies or to calculate the eligibility of members for the free 'special life membership' that is awarded to those who have been members for a total of over fifty years.

2. Data processing and retention

2.1. Personal information provided by members is stored off-line in a secure database accessible only to and by relevant Officers of the Society in order to run the Society and to provide member services. Similarly, members attending workshops supply e-mail addresses that may be added to a contacts list so that they may be informed about future workshops on a similar subject. If you contact the Society, the officer who receives your communication may need to pass it to other officers or trustees via e-mail. (N.B. Individual trustees may use personal e-mail services provided by third parties over whom we have no control). The Society's Council reviews data protection and all trustees promptly report any errors or breaches.

2.2. Please note that we are legally required to retain financial transaction data for six years and in some cases longer, e.g. to retain proof of eligibility for Gift Aid.

3. Access and rights

You have various rights relating to your information, including: to see what information we hold on you; to ask us to update incomplete or incorrect details; to object to or restrict our processing of your information; to complain to a supervisory authority such as the ICO, etc.

4. Members and membership services

The Society will continue to send you the journals and membership services you have already contractually signed up for or which you have a legitimate right or interest to receive. These may include when necessary e-mail or postal communications (e.g. relating to upcoming events or event cancellations).

4.1. Membership Lists. The Society periodically produces a printed Membership List which is circulated to all members. This provides a quick and easy way to check that the data we hold on you is correct. Another aim is to let members know of other entomologists in their geographical or interest area, so that you can contact each other. In the event of a catastrophic loss of computer-held data, the printed Membership List would provide the basis for a reconstruction of the membership database. To be included in this list, members are now required under the new GDPR to actively opt in by giving their consent; you can do this by e-mailing or writing to us, for example using the annual renewal reminder form. You can change your mind at any time about being included in the Membership List. The most recent list was produced in 2017 but has not been sent to new members since GDPR came into force on 25th May 2018. Further lists will be produced subject to demand and when sufficient time has elapsed to allow members to consider if they wish to give their consent to inclusion. The next Membership List is not expected to be published before 2020.

4.2. Journal Articles. Authors contributing articles to the BENHS journal need to consent to the personal information included in the by-line. Traditionally, names and contact details are published in the by-line of journal articles, and all authors are sent copies of their articles before publication to request their approval. Once published, journal issues are in the public domain and may be available in libraries, or indexed and stored within open-access websites and databases subject to an embargo period.

5. BENHS Website

Our website contains many pages of general information, but no personal information on members other than contact details for certain Society officers. There is currently no members area requiring a password for access.

6. Third Party Agreements

BENHS has arrangements with specialist companies to store and distribute the books we publish, and to process those payments for membership and publications originating from the website. No personal information from the membership database is sent to these companies. Any necessary information, such as delivery address or payment details, is provided again by the individual and sent directly to the company concerned.

7. Data Disclosure

Disclosure of personal data to third parties would occur only exceptionally, in the event of an overriding legal requirement.