

BOC Data Protection Policy

V1.3, February 2026

1. Purpose

This plan ensures the Bristol Ornithological Club collects, stores, and uses personal data responsibly, in line with the UK GDPR and Data Protection Act 2018.

The BOC Chairman is accountable for this Data Protection Policy with the BOC Secretary ('Data Protection Lead'), Membership Secretary and Treasurer acting as custodians of the data to which this policy applies.

2. Scope

This plan applies to all trustees, staff, and volunteers who handle personal data (eg member information).

What you need to know

1. The club will continue to send you monthly Bird News and the annual Avon Bird Report as this is a key part of your membership of the club
2. From time to time the Club Committee may authorise other communications that are consistent with the club's aims, such as AGM notices or special publications Personal Data

3. Key Principles

We will ensure personal data is:

- a) *Lawful, fair, and transparent* – we tell people how their data will be used
- b) *Limited to what's necessary* – we only collect what we need
- c) *Accurate and up to date* – we correct errors promptly
- d) *Secure* – we protect data from loss, misuse, or unauthorised access
- e) *Stored only as long as needed* – we delete or anonymise when no longer required.

4. Data We Collect

The personal data held by the BOC Trustees is:

- Your name
- Your postal address
- Your email address
- Your telephone number(s)
- Bank details.

The club holds this information so that we can identify our members and ensure that you receive all the benefits that your membership entitles you to.

5. How We Use Data

- To process membership fees and donations
- To claim Gift Aid

- To communicate about our events and initiatives, including via email mailing groups¹ and through multiple WhatsApp groups²
- To manage volunteers (eg walk leaders) and members and communicate with a developing community of Young Members (who may not themselves be members of BOC but participate in selected events)
- To deliver services to our members.

Third parties - the BOC will not send you marketing information and will not share your information with any other organisation without your consent.

6. Data Security Measures

Digital personal data is held in a secure IT account with access limited to those Trustees of the BOC that need it (eg BOC Membership Secretary).

- Password-protected devices and accounts
- Locked filing cabinets for paper records
- Limited access to personal data on a “need-to-know” basis
- Regular backups and secure disposal of old records.

BOC Trustees rely on security measures in 3rd party applications to:

- Ensure availability of member data for those with a need to know
- Exclude availability of member data from those without a need to know
- Prevent data leakage
- Prevent data corruption.

These 3rd party applications are configured accordingly. These BOC configurations are subject to periodic review.

7. Rights of Individuals

We will respond promptly to members’ requests to:

- Access their data
- Correct inaccuracies
- Request deletion where applicable.

The BOC will retain your information until you request an amendment or resign from the club. Please contact the BOC Secretary if you would like to see or amend the information that the clubs holds relating to you.

¹ Configured using membermojo, which also holds the central Members list.

² Some of these channels operate on an opt-in basis (when display of mobile numbers is assumed to have been agreed by each participating member at the point of sign-up) although the main channel for club information operates on an opt-out basis (meaning members do have the option of not releasing their mobile numbers). Even if visible, mobile numbers are not necessarily directly associated with individual’s names.

8. Data Breach Procedure

- Report any suspected breach to the Data Protection Lead immediately
- Assess the risk and, if necessary, notify the Information Commission Office (ICO) within 72 hours
- Inform affected individuals if there is a high risk to their rights.

9. Review

This plan will be reviewed by the Trustees annually or sooner if laws or operations change.