

# **CAMBRIDGESHIRE MAMMAL GROUP**

## ***PRIVACY POLICY***

The Cambridgeshire Mammal Group is committed to protecting the privacy of its members. This Privacy Policy sets out the data processing practices carried out through the use of the internet and any other electronic communications networks by the Group.

### **Information collected**

The only information we collect and store is that supplied directly and solely by members. It will only be kept while an individual is a member.

### **Membership**

Our joining process requires you to give your name, address, telephone number and e-mail address. We may also request some optional information about your knowledge of mammal species, about what you can offer us, and about what you want from us. We use this information to help organise future events or to respond to your enquiries.

### **Events**

Personal data may be used to keep you informed of meetings, new or existing activities and training.

### **Use of cookies**

The Group's website does not use cookies.

### **Website usage data**

The Group's website does not keep track of website usage.

### **Security**

To protect information about you from unauthorised access and misuse it is kept on a sole-access password-protected computer in a locked house. Only our Membership Secretary has access to the full members' records. A copy of the relevant contact list may be used by the Minutes Secretary and other Officers of the Group to communicate with the members using the method/s opted into by each member. We use the most accurate and current information you provide in order to maintain your membership record.

### **User submissions**

Any material, information or other communication that you transmit to our website (other than your personal information) will be considered non-confidential and non-proprietary, unless we are advised to the contrary. You are accordingly requested not to post confidential or proprietary information to our website. The Group will be free to copy, disclose, distribute, incorporate and otherwise use the communications in all data, images, sound, text and other things embodied therein for commercial or non-commercial purposes. Mammal records received by the Group will become the property of the Group unless specifically requested to be otherwise. Users of our website are prohibited from posting or transmitting to or from this site any unlawful, threatening, libellous, defamatory, obscene, pornographic or other material that would violate any law.

**Other websites**

Our website may contain links to other websites which are outside our control and are not covered by this Privacy Policy. If you access other sites using the links provided, the operators of these sites may collect information from you which will be used by them in accordance with their privacy policies, which may differ from ours.

**Access right**

You have a right of access to the personal data held about you and to request a copy of the information held by us in our records (for which we may charge a small fee). You also have the right to require us to correct any inaccuracies in your information. To obtain a copy of the personal information we hold about you, please contact us.

**Changes to privacy policy**

We may review and edit this policy from time to time. If we make any substantial changes we will notify you by posting a prominent announcement on our website.

**Questions or suggestions**

If you have any questions or suggestions regarding this policy, or have any concerns about our website practices, or believe that we are not adhering to our privacy policy, please contact us. Should you at any time wish us to remove your personal details from our database please contact us.