

# Privacy Notice for NBMP workshop attendees

Last updated 28/05/2020

This privacy notice sets out the basis on which we will process any personal data we collect from you, or that you provide to us.

## 1. Who we are

The National Bat Monitoring Programme (NBMP) is run by the Bat Conservation Trust (BCT) in partnership with the Joint Nature Conservation Committee (JNCC)

- BCT is the leading NGO solely devoted to the conservation of bats and the landscapes on which they rely. Registered charity numbers: 1012361 (England and Wales), SC040116 (Scotland).
- JNCC is the public body that advises the UK Government and devolved administrations on UK-wide and international nature conservation.

BCT and JNCC (NBMP Partners) are joint data controllers for all processing of personal data for the purposes of the NBMP.

## 2. Why are we collecting your information?

We are collecting your personal data in order to administer and run NBMP workshops, contact you before and after the workshop in order to provide you with relevant information, and produce summary information on workshop attendance and participation in the NBMP. In data protection terms, our 'legal basis' for collecting your personal data for use in this way is that we have a 'Public Task'.

When you book online to attend a workshop your personal information will be stored on the Symphony website which is the platform BCT currently uses to administer workshops. BCT will transfer some of your details (see below) to the NBMP database for further processing of your information.

We will collect the following details if you submit them via the online booking form:

- Name (including title if provided)
- email address
- address
- phone number
- which workshop you attended
- how much you paid
- any health/mobility issues you listed on the booking form that we may need to be aware of while you are attending the workshop\*
- whether you have a bat detector when attending the workshop\*

\*These details are needed to ensure we meet your needs at the workshop and will not be subsequently transferred to the NBMP database.

Symphony will also collect your IP address. This is used for statistical purposes and this information is not processed by the NBMP. For further details the Symphony privacy policy can be found here: <https://www.symphonyem.co.uk/privacy-policy/>

Card payments are processed using Stripe. Your payment card details are stored securely on the Stripe website and are not visible to us, apart from the last four digits of the card

number shown on your payment invoice. The Stripe privacy policy can be found here: <https://stripe.com/gb/privacy>

After the workshop we will send you an email with follow-up information, including a link to an online evaluation form, supporting training material including links to online resources, and information about taking part in the National Bat Monitoring Programme. We may contact you in the future with information about NBMP surveys and to let you know about further workshops happening in your region.

### **3. How are we storing your information and will we share it?**

All of your personal data that we transfer from the Symphony website will be stored securely on the NBMP database.

We will send the following details to the workshop leader for the purpose of running the workshop:

- Your name (including title if provided)
- Your mobile phone number (in case of last minute cancellation of the workshop)
- Whether you have provided details of any health issues the trainer may need to be aware of
- Whether you have a bat detector

The above information will be downloaded from your booking data on Symphony (as the last two items are information we don't store on the NBMP database for future use) and stored in an Excel spreadsheet of workshop attendee information to share with the workshop leader. We will ask the workshop leader to delete their copy of the information after the workshop and the spreadsheet will be deleted from our server by the end of the calendar year in which the workshop took place.

We will not send you marketing information or share your details with anyone else.

If you do not sign up to the NBMP within two years of attending a workshop then we will delete your contact details from our database if you attended the workshop free of charge. If you have paid to attend a workshop then we need to keep a record of your personal details for administrative purposes for 7 years. In either case, we will retain your name and details of which workshop you attended for ongoing reporting purposes (your name will not be included in any reporting, it is simply retained to ensure accuracy when producing statistics on workshop attendance and survey participation).

If you sign up to take part in the National Bat Monitoring Programme then the Privacy Notice for NBMP Volunteers will apply.

### **4. Your rights and our contact details**

You are entitled to access any of your personal data that we hold. Please contact Philip Briggs at [pbriggs@bats.org.uk](mailto:pbriggs@bats.org.uk) with as much detail as possible on the information you would like us to provide and we will respond within one month.

You have the right to object to the processing of your personal data where we have relied on public task as the lawful basis for processing. You also have right to request that we restrict or stop processing, rectify or delete your personal data. Where the data we hold have not been supplied by yourself, you are entitled to ask how we obtained the data.

Please contact Philip Briggs at [pbriggs@bats.org.uk](mailto:pbriggs@bats.org.uk) if you wish to progress any of these rights.

If you have any concerns about how your personal data are being used, we will try to answer any questions you have. You have the right to [lodge a complaint](#) with the [Information Commissioner's Office](#). You also have the right to an effective judicial remedy against decisions of the Information Commissioner's Office, or against the NBMP partners.

## **5. Changes to the privacy policy for the NBMP**

This Privacy Policy will be reviewed at least annually and updated where necessary. The latest version will always be available at <http://www.bats.org.uk/pages/terms.html> (see Privacy Policy for NBMP Workshop Attendees). If changes are made to this privacy policy in the future, a prominent notice will be posted on the website.