

Privacy Notice for NBMP participants

Last updated 13/08/2018

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?

The NBMP partners are collecting your personal data in order to administer and run the NBMP and keep you informed. When you submit data to the NBMP, your name will be included alongside the survey information (including location and time) to form the 'biological record'. We may contact you with queries about the records you provide for the purpose of validating and verifying the survey data. We are also collecting your personal data to provide you with information and feedback on the scheme and occasionally other related points of interest. In data protection terms, our 'legal basis' for collecting your personal data for use in this way is that we have a 'Public Task'.

We will collect the following data about you:

- name (may include title if provided)
- contact details, e.g. email address, address, phone number
- location and date of any biological records you submit

Additional personal data may be collected if you are attending a training workshop, e.g. any relevant health limitations – please refer to separate privacy notice for workshop attendees for details.

Note, if you use the BCT website, including setting up an online account, then there will be cookies placed on your computer. These log whether you are a new visitor or a repeat visitor to the site and this is used in Google analytics, and are also used to save you from entering your personal details multiple times. On the NBMP online recording pages cookies are essential for authorising your use of your online account. See section on 'Cookies' in main BCT website privacy notice for further details (<http://www.bats.org.uk/pages/terms.html>).

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

All of your personal data that we collect will be stored securely on a database (and in paper form if personal data are provided in this format) for as long as you are signed up with the scheme. If you no longer wish to contribute records to the NBMP, please contact nbmp@bats.org.uk to let us know. The component of your personal data that forms the biological record (i.e. your name, and the location and time of the record) will be kept

permanently as part of the scientific dataset. We will delete all other personal details within a year of a request to no longer be part of the scheme. If we have any outstanding questions related to validation and verification of record(s) you have already submitted we may still get in touch within this period.

The NBMP sometimes benefits from volunteer mentors who can support other recorders taking part. Personal details that are relevant to this role, e.g. names and contact details, would only be shared on the basis of consent.

Biological records produced by the NBMP may be disseminated to other organisations and individuals worldwide for purposes of scientific research and bat conservation.

Biological records may also be disseminated for public access under an Open Government License (OGL) (<http://www.nationalarchives.gov.uk/doc/open-government-licence/version/3/>). However, in open access datasets, names of individual recorders submitted to BCT as part of the biological record will only be published on the basis of consent. We will contact you at start of each year to ask about this. Given that the data would be freely available for redistribution, it will be difficult to withdraw the personal data (i.e. your name against each of your records) from the public. Open data can be downloaded, remixed, and redistributed by third parties. In the event that you withdraw consent, we will remove your name from the open dataset we distribute.

Where data are published under an OGL they will be available for use under the terms of the licence by anyone, including outside of the European Union.

The NBMP uses MailChimp to facilitate group email communication with participants and carry out analytics (e.g. how many people opened the email). To enable this, personal data such as email addresses will be shared with MailChimp. These personal data will be transferred outside of the EU as MailChimp's servers and offices are located in the United States. MailChimp participates in and has certified its compliance with the EU-U.S. Privacy Shield Framework. For further details of how MailChimp uses personal data, please see the MailChimp privacy notice which can be found at <https://mailchimp.com/legal/privacy/> (section 3).

Other than as set out above, and where we have a legal obligation to do so, we will not share your personal data with anyone else or transfer your data outside the European Union.

4. Your rights and our contact details

We will contact you at the start of each year to ask if you want to stay signed up to the NBMP and to check your details. If you have not returned any survey data for three years we will ask you to confirm that you would still like to take part, and if you do not reply within a month we will resign you from the NBMP, but if you wish you can sign up again at any time. You can also click "unsubscribe" when you receive the NBMP e-bulletin via MailChimp. If you do this we will get in touch to ask if you want to unsubscribe from the NBMP or just the e-bulletin.

You are entitled to access any of your personal data that we hold. You can view and edit the personal data we hold of you by logging in to your account on the NBMP site (<http://nbmp.bats.org.uk/Surveys.aspx>). Alternatively, please contact Philip Briggs at 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. Where we have relied on consent as the lawful basis for processing (e.g. listing your name against your records when they are disseminated for public access under an Open Government Licence), you have the right to withdraw your consent at any time.

Please contact Philip Briggs at 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 Volunteers). If changes are made to this privacy policy in the future, a prominent notice will be posted on the website.