



# Privacy notice for the European Pond Conservation Network

The European Pond Conservation Network takes your privacy seriously. We are a “controller” of the personal information that you provide to us and this privacy notice sets out how, why and for how long we will use your personal data, as well as who it is shared with. It also explains your legal rights as a data subject and how to exercise them.

## Our contact details

The European Pond Conservation Network (EPCN) is a web-based voluntary community organisation led by an appointed Chair, Secretary, Treasurer and wider Steering Committee. Further details can be found on our website: [www.europeanponds.org](http://www.europeanponds.org)

For specific data protection matters please contact the EPCN secretary by email at [europeanponds@gmail.com](mailto:europeanponds@gmail.com)

## What type of information we have

When you register as a member of the EPCN or renew your membership, we currently collect and process the following information:

- Personal identifiers, contact details and characteristics (for example, name and contact details)
- Research interests and types
- Organisation and social media links

Under the General Data Protection Regulation (GDPR), the lawful basis we rely on for processing this information is **your consent**. You are able to remove your consent at any time. You can do this by contacting the EPCN secretary at [europeanponds@gmail.com](mailto:europeanponds@gmail.com)

## What we do with the information

Most of the personal information we process is provided to us directly by you the following reason:

- To manage your relationship with us and provide you with core member services, including confirmation of membership to the organisation

We also process our members’ personal information in pursuit of our legitimate interests to:

- Provide you with news and updates about the activity of the network, opportunities to get involved in network conferences, workshops, training, collaborations, general meetings or other events.
- Raise awareness of the EPCN’s activities by capturing photos, videos, or live streaming at events. We will use this for promotion, education and development purposes.
- Respond to and investigate your questions, comments, support needs, complaints, or concerns.

## How we store your information

Your personal information is accessed by our Secretary, Treasurer, Chair and Membership secretary (if in appointment) only for the purposes set out above. It is stored by our organisation in password protected electronic record format. Your personal data is transferred by inputting it directly into an online password-protected database and emailed via a password-protected spreadsheet.

## How long we keep your personal information

We only keep your personal information for as long as necessary to provide you with membership services. Unless you ask us not to, we will review and delete your personal information where you have not renewed your membership with us for 5 years.

## Your data protection rights

Under data protection law, you have rights including:

- **Your right of access** - You have the right to ask us for copies of your personal information.
- **Your right to rectification** - You have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- **Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.
- **Your right to restriction of processing** - You have the right to ask us to restrict the processing of your information in certain circumstances.
- **Your right to object to processing** - You have the right to object to the processing of your personal data in certain circumstances.
- **Your right to data portability** - You have the right to ask that we transfer the information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

### In short you have a right to:

- Change your communication preferences or restrict the processing of your personal data for specific purposes.
- Request that we correct your personal data if you believe it is inaccurate or incomplete.
- Access the personal data that we hold about you through a “subject access request”.
- Request that we delete your personal information.

You can contact us by email at [europeanponds@gmail.com](mailto:europeanponds@gmail.com) to make a request.

## How to complain

If you are dissatisfied, you have a right to raise a complaint with the Information Commissioner’s Office at [www.ico.org.uk](http://www.ico.org.uk)