

Privacy notice for the European Pond Conservation Network

Who we are

The European Pond Conservation Network (EPCN) is a 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

Our contact details

For any privacy/data protection query please contact the EPCN secretary by email at european@pond-conservation.net.

The type of information we collect

When you register as a member of the EPCN, the personal information we collect and process may include your name, address, email address, telephone or mobile phone number, research interests and affiliated organisation and social media accounts.

When you visit the website, we may also collect information on your IP address, and information regarding what pages you accessed and when.

How we collect information from you

We may collect personal information from you in a variety of ways, including but not limited to when you visit our website, contact us, apply for membership, subscribe to our mailing lists or newsletter, fill out a website form or register for an event.

How we use your information

We may use your information in order to:

- Manage your relationship with us, including confirmation of membership to the organisation.
- 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.

Who we share your data with

We will not sell or rent your information to third parties, or share your information with third parties for marketing purposes. We may share your information with:

- Analytics and search engine providers (such as Google Analytics and search tools) that assist us in the improvement and optimisation of our websites.

- Third party service providers used to administer activities on our behalf such as sending out our newsletters and mailings, taking bookings and gathering feedback on our events.

How we store your personal 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 format. Your personal data is transferred by inputting it directly into an secure [online password-protected database](#) and emailed via a password-protected spreadsheet.

Cookies

When you visit our website (www.europeanponds.org), standard internet log information and information about how visitors use our site is gathered. This helps us understand how the website is used, for example which pages are visited most often. The information we collect is processed in an anonymised way and does not identify you personally. We do not attempt to identify website visitors.

Embedded content from other websites

Our website may include embedded content (e.g. social media accounts, videos, images, articles, etc.). Embedded content from other websites behaves in the exact same way as if the visitor has visited the other website. These websites may collect data about you, use cookies, embed additional third-party tracking, and monitor your interaction with that embedded content, including tracking your interaction with the embedded content if you have an account and are logged in to that website.

How long we retain your data

EPCN will only store information for so long as it is required for the purposes it was collected for. We will undertake regular reviews of information we hold and delete any obsolete information in a secure manner. 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

You have the following rights:

- The right to be informed – You have the right to know how your personal data is used by the EPCN. This document is intended to be a clear description of how your data may be used.
- The right of access – You have the right to request a copy of all personal information that we hold on you as part of a Subject Access Request. Under the GDPR, we have 30 days to respond to this. Please email european@pond-conservation.net for Subject Access Requests.

- The right to rectification – You have the right to ask the EPCN to update your records where any information in them is inaccurate. EPCN will correct the data as soon as is practicable.
- The right to erasure – You have the right to be forgotten. If you request that your personal data be removed from EPCN's systems, we will do so as soon as is practicable. This does not include any data we are obliged to keep for administrative, legal, or security purposes.
- The right to restrict processing – You have the right to ask for processing of your personal data to be restricted where you believe it is inaccurate or that there is no legitimate use for the processing of your personal data.
- The right to data portability – You have the right to request that the EPCN transfers your personal data to another service provider, in a machine readable format.
- The right to object – You have the right to stop the processing of your data for marketing processes, or any of the legitimate interests that the EPCN uses personal data for.
- The right to not be subject to automated decision-making including profiling – Where the data controller is using your personal data in an automated way to make decisions that have an effect on you, you have the right to object. EPCN does not use your personal data in this way.

More information about each of these rights can be found here: <https://ico.org.uk/for-the-public/>

Changes to this notice

If the EPCN makes changes to this notice, an updated copy of this document will be made available on our website and will be distributed to relevant parties.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at european@pond-conservation.net.

If you are still dissatisfied, you can contact the Information Commissioner's Office (ICO):

Telephone: +44-303-123-1113

Postal address:

Information Commissioner's Office,
Wycliffe House,
Water Lane,
Wilmslow,
Cheshire,
SK9 5AF.