

Hampshire Swifts - Data Privacy Policy

On 25 May 2018, new legislation came into effect – GDPR (General Data Protection Regulation). More information about this can be found on the Information Commissioner’s Office website. This Privacy Notice tells you what to expect when Hampshire Swifts (HS) collects your personal information. It specifically applies to the information we collect about you in the course of our conservation activities, including provision of Swift records. The way that HS uses and protects personal data is based on the Legitimate Interests provision of GDPR.

Hampshire Swifts is a Charitable Incorporated Organisation. The only Members of the organisation are the Trustees. All other people who work with us, contribute to our surveys, contact us for information, provide information or who interact with us for any other reason are Volunteers. The information we hold is restricted to that necessary to maintain essential communication links. We keep our privacy policy under regular review and updates will be posted on the HS website. This privacy policy was last updated on 30 May 2022.

Personal data

1. The HS website uses cookies to track usage. Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. This information is used to track visitor use of the website and to compile statistical reports on website activity. You can set your browser not to accept cookies.
2. Volunteer email addresses collected by HS are on an Outlook contact file which is the responsibility of the Trustees. The email addresses are used to forward the electronic version of the Newsletter to those Volunteers who have requested to receive it electronically. The email address may also be used to inform Volunteers of HS events, to request assistance on particular projects or to query any records submitted.
3. People requesting a Swift box also have their name, address, telephone no. and email stored on a secure Dropbox excel file so that they can be contacted in order to arrange the installation of the box(es). After the installation has been completed the name and contact details are retained on a separate secure Dropbox excel sheet so that monitoring of box occupation can be maintained with the home owner. This Dropbox file is the responsibility of, and can only be accessed by, the Trustees.
4. Volunteer’s and other’s personal data will not be used for marketing purposes, nor will it be passed to any other organisation or person.
5. You have the right to see the personal data that we hold and the right to have any incorrect information amended. You also have the right to request that your personal data is erased and you have the right to complain to the Information Commissioner’s Office (ICO) if you believe your personal data has been misused.
6. Any queries about personal data and its use should be addressed to the Chairman of the Trustees – Tim Norriss (info@hampshireswifts.co.uk).
7. HS collects Swift records through the HS website with the Volunteer surveyor’s name and email address so that the Volunteer can be contacted in the event of a query. Once the record is validated, the email address is removed from that record. It should be noted that all records are then passed on to the Hampshire Biodiversity Information Centre (HBIC) and to organisations working for conservation including the RSPB and Hampshire Ornithological Society (HOS).

Hampshire Swifts is a registered charity: number 1177146.

V1 160418, V2 140518, V3 300522.