

## **Worcestershire Biological Records Centre**

### General Data Protection Regulations (GDPR)

#### Legitimate Interests Policy

In line with the GDPR, Worcestershire Biological Records Centre (WBRC) gives notice that we intend to ensure the privacy of the data you have given us, under the Regulations' Legitimate Interests section.

WBRC's Legitimate Interests are to collect, process and store records of biological sightings made by recorders and other members of the public. These records are in turn used to make reports of species found available to private and commercial clients and to inform the National Biodiversity Network (NBN) and other biological recording schemes of such records.

WBRC takes your privacy seriously and, therefore, we shall use any personal information you have given us for the following purposes only:

1. To ensure that we have accurate biological records that can be processed and retained within WBRC's database.
2. To contact any recorders about biological records submitted in the case where clarification or further information is required to verify the biological record.
3. To enable recorders' names to be associated with records kept on the database, and with any records that are published in the Worcestershire Record journal published by the Worcestershire Recorders group.

WBRC retains and manages information supplied by members (eg titles, name, address, telephone numbers and e-mail addresses). This data will be used in a way that they would reasonably expect and that will not adversely impact on their privacy. We shall, therefore, protect recorders' rights and interests with regard to their data and this will not be divulged to any third party without the recorder's explicit permission.

Any personal data supplied by you will be kept on file no longer than is necessary for our purposes.

We shall process your data as necessary for the purposes of our Legitimate Interests. We shall normally contact you if required to do so by digital means, telephone or post as required. Due diligence will be applied to ensure that each recorder's rights and interests are proportionate, fully considered and protected.

If any recorder objects, in any way, to their data being held by WBRC he or she, should inform the WBRC Manager and we shall cease processing it forthwith. WBRC will review and refresh its "Legitimate Interests Policy", when there are any changes in the purpose, nature or context of the processing and we shall regularly review the data that we hold.

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