

Dragonfly Recording Network Privacy Policy

The Dragonfly Recording Network is the recording branch of the British Dragonfly Society.

1. Introduction

Personal information relating to living individuals must be held and managed in accordance with the requirements and principles of the Data Protection Act 1998 and/or any subsequent legal provisions. This policy sets out the personal information that is to be collected, stored and managed, the uses to which it is put and to whom this information is disclosed.

This Privacy Policy relates to personal data held by **Dragonfly Recording Network** and not to any personal data held elsewhere.

2. Type of personal information to be collected and stored

Dragonfly Recording Network needs to hold some or all of the following contact details for selected private individuals with which it is engaged in the course of its day to day work:

- Names
- Addresses
- Telephone/fax numbers
- Email addresses

3. Uses to which personal information is applied

Personal contact information is used by **Dragonfly Recording Network** for the following purposes:

- Verification/validation of records
- Seeking permission to use or pass on data
- Support for volunteer recorders and others
- General administrative purposes eg. convening meetings, mailing newsletters, providing feedback

4. Public availability of the policy

The full text of this policy shall be included within the **Dragonfly Recording Network's** section of the British Dragonfly Society's website and be available in writing upon request. An abridged form of words may be included within publications and appear on **Dragonfly Recording Network** recording forms and survey sheets.

5. The Policy

Dragonfly Recording Network is registered under the Data Protection Act 1998 and/or any subsequent legal provisions to collect and hold personal contact details from selected private individuals in order to verify/validate records, seek permission to use or pass on data, support volunteer recorders and others and for general administrative purposes. In so doing, **Dragonfly Recording Network** undertakes not to pass on this information to other organisations or individuals or to use it for other purposes eg. marketing, without the express permission of the individuals concerned.