

The South East Falconry Group



PRIVACY NOTICE

The SEFG takes the privacy of its members very 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.

What we need from you

When you apply to become a member of the SEFG or apply to renew your membership (including if you are registering or renewing on behalf of a young person aged 16 or under), we may ask you for some or all of the following personal information:

- Contact details – e.g. name, address, email address and phone number.
- Falconry experience – to determine your interests and to help us advise you correctly.
- Details of any legal restriction under the 1981 Wildlife and Countryside Act – So that we know whether there is any legal barrier
- to your participation in our sport and or Club activities.
- Whether you are a registered hawk keeper – this will enable us to advise you correctly in regard to the keeping, breeding and
- sale of certain species of birds of prey and associated entitlements.
- Participation details – We may ask whether you participate in any other clubs as this could be restrict your eligibility for certain
- roles as an officer of the SEFG.

If you do not provide us with all of the personal information that we need this may affect our ability to offer you our membership services and benefits.

Why we need your personal information

Contractual purposes - We need to collect our members personal information so that we can manage your relationship with us. We may use our members' personal information to:

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- Provide you with core member services, including confirmation of membership, end of year membership renewal reminders, access to discounted activities and or other benefits.

Legitimate purposes - 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 club, opportunities to get involved in club meets, training, general meetings and details of external activities that the Club attends.
- Raise awareness of the club'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, concerns or allegations.

Legal obligations - We are under a legal obligation to process certain personal information relating to our members for the purposes of complying with:

- The 1981 Countryside and Wildlife Act - which requires us to check that members are not subject to restrictions that prevent them from participating in Club Activities.
- Statutory instructions as may be issued from time to time i.e. Department for Environment, Food and Rural Affairs - Avian Influenza (Preventive Measures - England) Regulations 2006.
- The Equality Act 2010, which requires us to process personal information to make reasonable adjustments where necessary.

Other uses of your personal information - We may ask you if we can process your personal information for other purposes. Where we do so, we will provide you with an additional privacy notice explaining how we will use your information for these purposes.

Who we share your personal information with

When you apply to join the SEFG you are advised that the SEFG is a member of the Hawk Board (HB). The HB is the representative body for UK falconers and raptor keepers. We may, from time to time, share your name and address with the HB to enable them to send you important information relating to EU & UK hawk keeping legislation and so that you can participate in the HB's triennial elections. We only do this with your express permission.

We may also be required to share personal information with statutory or regulatory authorities to comply with statutory obligations.

The SEFG does not use any third party suppliers to provide services to its members.

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How we protect your personal information

Your personal information is held in paper form (your original membership application) and electronically (the membership database) and as an email / contact distribution list. The membership database is accessed by the Membership Secretary. The email distribution list is accessed by the Membership Secretary, Treasurer and Chairman. Access is only for the purposes set out above.

Should your personal data need to be transferred by SEFG to another body or to another data processor then it will be password-protected database or emailed via a password-protected spreadsheet. In such circumstances the password will be sent by an alternative means of communication.

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 after 2 years.

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 via:

Email: SAR@sefg.org

or

By writing to the Secretary SEFG C/o Acorns, No3 Wickham Common, North Boarhunt, Hants. PO17 6JG

If you are dissatisfied, you have a right to raise a complaint with the Information Commissioner's Office at www.ico.org.uk