



North & East Yorkshire  
**NEYEDC**  
ecological data centre

## NEYEDC Privacy Statement

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### **NEYEDC are committed to protecting and respecting your privacy**

This Statement explains when and why the North and East Yorkshire Ecological Data Centre (NEYEDC) collects personal information about people, how that information is used, the conditions under which it may be disclosed to others and how it is kept secure.

This Statement and its associated Data Security Policy may be updated from time to time, please check the version and date of this document to ensure that it is the most up to date copy and that you are happy with any changes.

NEYEDC can be contacted with any questions regarding this Statement and its privacy practices in the following ways:

Email [info@neyedc.co.uk](mailto:info@neyedc.co.uk)

Post NEYEDC, Unit 7 Hassacarr Close, Dunnington, York YO19 5SN

Telephone 01904 641631

### **Who are we?**

NEYEDC is the Local Environmental Records Centre (LERC) for North and East Yorkshire and is an operating function of the Yorkshire and Humber Ecological Data Trust (YHEDT), a registered charity in England and Wales, charity number 1075999. NEYEDC aims to improve and inform environmental planning and stewardship in North and East Yorkshire through the collation, management and dissemination of biodiversity information.

### **How do we collect information from you?**

NEYEDC obtains personal information from its data providers: individuals and organisations that pass on their biological records for NEYEDC to manage, collate and disseminate on their behalf and also from people who contact us about products and services.

### **What type of information is collected from you?**

The personal information collected by NEYEDC might include your name, postal address, email address and telephone number.

## How is your information used?

NEYEDC may use your personal information to:

- process biological records that you send in to us, in particular adding your name to species records held on NEYEDC's database and disseminated to third parties by NEYEDC;
- re-contact you to verify your biological records;
- process biological records that are uploaded to NBN Atlas, in particular adding your name to species records;
- send occasional emails informing you of meetings and projects that may be of interest;
- notify you of changes to our products and services;
- carry out our obligations arising from any contracts, licences or data exchange agreements entered into by you and us;
- process a job or volunteer application.

## How long will we keep your information?

Retention periods for personal information are reviewed on a regular basis. NEYEDC will only hold your personal information on our systems for as long as is necessary for the relevant activity, or as long as is set out in any relevant contract you hold with us. In the case of assigning your name to a biological record, this will be held in perpetuity as it is best practice for the observer's name to form part of the biological record, to aid verification.

## Your choices

You have a choice about whether or not you wish to provide personal information to NEYEDC, or if you wish to receive information from us.

If you do not wish for your name to be associated with your biological records that are passed onto third parties as described above, or shared on the NBN Atlas, then you can select your choices by ticking the relevant boxes on the Data Collation Licence from which NEYEDC collects your information and preferences.

We will not contact you for marketing or communications purposes by email, phone or post unless you have given your prior consent by ticking the relevant boxes situated on the Data Collation Licence, or similar project-based form, from which NEYEDC collect your information and preferences. If you change your mind and no longer wish to receive occasional communications from us, then you can opt-out at any time by contacting NEYEDC using the contact details above.

## Who has access to your information?

NEYEDC will not sell or rent your personal information to third parties, nor share your information with third parties for marketing purposes.

NEYEDC will pass on your name, if associated with a biological record, to third parties as part of a data search request or data exchange agreement. Third parties include local authority officers, ecological consultants, other Local Environmental Records Centres (LERCs), conservation organisations and other partner organisations. This information may be re-produced in third party reports.

NEYEDC will pass on your name, if associated with a biological record, to the NBN Atlas as part of our commitment to share data on NBN Atlas. This information, the biological record, will be available on the NBN Atlas website for third parties to download.

## **How you can access and update your information**

The accuracy of your information is important to us, if you change email address, or any of the other information we hold is inaccurate or out of date, please contact NEYEDC using the methods above.

You have the right to ask for a copy of the personal information NEYEDC holds about you. There may be a small cost to cover NEYEDC's time in providing you with details of the information held.

## **Security precautions in place to protect the loss, misuse or alteration of your information**

When you give us personal information, NEYEDC takes steps to ensure that it is treated securely.

Non-sensitive details (your email address etc.) are transmitted normally over the Internet via email, and this can never be guaranteed to be totally secure. As a result, while NEYEDC strives to protect your personal information, it cannot guarantee the security of any information you transmit, and you do so at your own risk.

Once your information is received, NEYEDC make best efforts to ensure security on its internal systems, which are all password protected and have an off-site back-up.

Where we have given (or where you have chosen) a password which enables you to access certain NEYEDC products or services, you are responsible for keeping this password confidential. We ask you not to share your password with anyone.

## **Transferring your information outside of Europe**

We will take every measure to make sure data is not shared outside the European Economic Area. However, as part of submitting biological records to NEYEDC and obtaining our services, the information which you provide to us may be transferred to countries outside the European Economic Area. This may happen if any of our servers are from time to time located in a country outside the European Economic Area. These countries may not have similar data protection laws to the UK. By submitting your personal data, you are agreeing to this transfer, storing or processing. If we transfer your information outside the European Economic Area in this way, we will take steps to ensure that appropriate security measures are taken with the aim of ensuring that your privacy rights continue to be protected as outlined in this Policy.