

Shropshire Fungus Group

Policies and procedures for the collection, processing and use of personal data

When you contact SFG by email to ask for information about our activities we will provide you, by email, with basic information about the Society and invite you to attend one or more forays to see whether you wish to become a member. To provide you with further information we will invite you to give us permission to add your name and email address to our Contacts List.

The Contacts List holds only your name and email address. We rely on you to inform us of any changes to the details we hold. We will only contact you by email, so your postal address is not required. When emails are sent out, recipients are blind copied so that email addresses remain confidential.

We ask people who lead forays to provide us with a mobile phone number for use in an emergency only on the morning of each foray by those planning to attend if they should be able to locate the starting point. This is optional, and we do not store details after the end of the foray season.

The purposes of collecting the information on the Contacts List data are to enable SFG to contact members and others by email with (i) details of forays, instructions on finding foray starting points and changes to foray arrangements (ii) information on other activities or meetings such as the AGM, (iii) annual membership renewal reminders, and (iv) occasional items of information relating to mycology which we think will be of interest to you.

The Contacts List is maintained on the Secretary's computer, access to which is password-protected. The List is backed up to the Secretary's Microsoft One Drive account which is also password-protected.

The Chair, Secretary, Treasurer and County Recorder are the only persons able to access the Contacts List. The Secretary supplies updated versions of the List by email to the other officers whenever any names are added or deleted.

We have never shared and will never in the future share your personal data with any other person or organisation.

We will regularly remind you, by email, that your name can be removed from the Contacts List if you no longer wish to receive information from us. We will remove your name from the list as soon as practical and contact you to confirm that we have done so.

The Contact List contains the names of both members of SFG and others who have expressed interest in our activities but who are not members. The Treasurer maintains a separate record of subscription/membership payments received. This list is maintained on paper and is not held electronically. It records name and amount paid and a new list is prepared each calendar year.

When we foray, we record the name of the person who finds each specimen as well as details of the specimen itself. We share these records with data partners. At present these are the British Mycological Society, the Fungal Records Database for Britain and Ireland and the Shropshire Ecological Data Network. If you do not wish your name to be included, you should inform the foray leader at the time that the specimen is recorded.

The SFG Data Protection Officer is the Secretary. Questions about personal data should be emailed to the Secretary, philip.leather2@btinternet.com. If you are not satisfied with the response, you should email the SFG Chair, Alison.curran52@yahoo.com.