



## Privacy Policy

All our work is in line with Data Protection Legislation including:

- UK Data Protection Act 2018
- EU General Data Protection Regulation
- All UK data protection laws enacted to incorporate all or a part of the GDPR into UK law.

We take privacy seriously, and we are committed to maintaining the highest standards of compliance when collecting and using your personal information. We continually review all our processes in handling, processing and storing personal data that we collect, but if you find anything that is unfair, misleading or inappropriate, or if you can suggest ways of improving our procedures, we'd love to hear from you. See the end of the document for ways you can get in touch.

### Who we are

The Linnean Society of London is the world's oldest active society devoted to natural history. We are a membership-based organisation with just over 3000 members. We are a UK registered charity (charity reference no: 220509) and we are registered with the Information Commissioner's Office in the UK.

### Why we collect personal information

#### *Members*

We collect personal information to maintain and enhance your membership of the Society. We use this to send out our newsletter, *The Linnean*, information about our events, and other material linked to the activities of the Society and for which you have chosen to become a member. On becoming a Fellow, your Form of Recommendation will be held in perpetuity for research purposes. The legal basis for collecting, processing and storing this personal information is 'Legitimate Interest'.

#### *Non-members*

We collect personal information to involve you in our work, or to inform you of our events, news, collections, educational activities, venue hire business and other activities. The legal basis for collecting, processing and storing this personal information varies depending on why you have given us your information, as explained below.

## **How we collect, process and store information**

### *Collecting information about our members*

If you become a member, your personal information is collected in slightly different ways, depending on whether you wish to become a Fellow or Associate.

#### Becoming a Fellow

You will either fill out a 'Certificate of recommendation' yourself, or someone will nominate you. If the latter, they will need to obtain your permission first, but otherwise the information is processed in the same way. The form will ask for your title, full name, date of birth, qualifications, profession and interest in nature, as well as your address and contact details. Your title, full name, qualifications, profession, interest in nature and country are shown to other fellows to assess your candidacy and vote for you. If you are elected, we will ask you for payment details to process your membership fee and we will keep your form in perpetuity for archival purposes. If you are unsuccessful, we will destroy your form within one month of the vote.

#### Becoming an Associate

You will fill out an online form that may include the following details: title, full name, date of birth, education/study, qualifications, profession and interest in nature, as well as your address and contact details. Your form is kept on file for future reference in perpetuity. We will also ask you for payment details to process the membership fee.

#### Becoming a Trustee

If you are a fellow, you are eligible to put yourself forward to be elected as a Trustee. If you are successful, in addition to the fellowship information we hold about you, we will record any positions you hold (e.g. President, Treasurer, Vice President or Chair of one of our committees) and maintain a skills audit and conflict of interest statement. We are legally obliged to disclose details about you and your role to the Charity Commission.

### *Storing information about our members*

When you become a member, we will ask you to register with our cloud-based membership relationship-management system. You will be asked to adjust your privacy settings and check the details we hold about you. The default setting allows only your name, postnominals, qualifications/accreditations to be viewed by other members. If you wish to share more details with other members (e.g. contact details), you must 'opt in' to this functionality. If you choose to terminate your membership, some of your details will be stored along with your Certificate of recommendation for archival purposes.

We will also need you to enter your payment details into this system so that we can process your annual subscription. These details will be stored securely in line with the requirements of the Payment Card Industry Data Security Standard (PCI DSS). The PCI-DSS is a collection of policies and procedures developed by the Payment Card Industry to improve the security of credit, debit and cash card transactions, and protect cardholders from identity theft. The site stores an encrypted reference to your card details, which are stored with a global secure third-party payment provider as is standard best practice.

With your agreement, we may hold other payment-related documents about you. These are:

- Gift Aid – This applies to UK members only and is optional.
- Direct Debit information for the automatic processing of your annual subscription.

### *Event attendees*

We use Eventbrite to manage registration to some of our events. Our contact with you will normally be through the Eventbrite platform, and your data relating to the event will not be stored anywhere else. If you contact us via Eventbrite, or using either the [events@linnean.org](mailto:events@linnean.org) or [library@linnean.org](mailto:library@linnean.org) email addresses, information relating to your query will be stored on our secure email server.

By attending a Linnean Society event, audience members consent to being filmed, livestreamed, recorded and/or photographed. The legal basis for collecting, processing and storing this personal information is 'legitimate interest'.

For more information, please see:

- [Our events Terms and Conditions](#)
- [Eventbrite's Privacy Policy](#)

On occasion we host events in partnership with other organisations. Other organisations may also use the Society as a venue to host events. In these cases, the Privacy Policy of the organisation that handles audience registration will apply.

### *Library and archives*

Our Collections Team, which is responsible for the care and use of our archive, library and collections, collects personal information of members and non-members relevant to the Society. They need this to safeguard our precious material, and ensure our activities are recorded and preserved for future generations to enjoy. If you visit or use our collections, they will collect, process and store information about you depending on the nature of your interaction:

- Your enquiry about our collections, which will include your name, address or email address, will be retained for five years.
- Your reader registration form, which will include your name, address, email address, telephone number, affiliation and signature, will be retained for five years.
- Your record in our Library signing-in book will be retained for one year.

- Your record in our Library Loan register will be retained in perpetuity.
- Your request about image permissions, reprographics or photography will be retained for five years. This information will include your name, address, email, telephone number, signature, and publication details (where applicable).
- Your external loan request, which will include your name, professional address and telephone number, will be retained in perpetuity for archival purposes.
- Your request to undertake specimen sampling, which will include your name, professional address and email address, will be retained in perpetuity for archival purposes.

### *Medals, awards and competitions*

The Society awards medals and prizes for a variety of achievements in natural history. If you would like to nominate someone for a medal or prize, you must first inform the nominee before you submit their nomination. If you are a nominee, we will keep your application details (i.e. your name, address, contact details, profession and curriculum vitae) securely until decisions are made on the awards by Council. At that point all unsuccessful nomination forms will be destroyed. If you are successful, we will keep your details in perpetuity for archival purposes unless a request to not do so is received in writing. We would like to publicise your medal or award on our website and social media channels, but will obtain your consent first. The legal basis for collecting, processing and storing this personal information is 'legitimate interest'.

We organise a portrait competition for young people. To run the competition, we keep contact details about young people and their guardians. After the competition cycle, we keep data about the winning entry for archival purposes. We then destroy the data relating to the other entries. The legal basis for collecting, processing and storing this personal information is 'consent'.

### *Grants*

The Society awards various grants aligned with our purpose. If you wish to apply for one of our grants, you must fill out the relevant application form, which may ask for details such as your name, address, institution and contact details. We will share the completed application form with a panel of internal and external assessors, and we will ask them to maintain confidentiality at all times. We will keep the applications securely until decisions are made on the awards, after which applications from unsuccessful candidates will be destroyed. If you are successful, we will keep a record of your application and work for archival purposes. We will need you to give us your bank details to process any payments, but will destroy this information as soon as you confirm receipt of the payment. The legal basis for collecting, processing and storing this personal information is 'legitimate interest'.

We run a youth-based grant scheme called 'Our Local Nature Grants'. As part of this, we invite applications to be part of the Youth Panel judging the grants. If you become a member of this panel, we will keep details such as your full name, email address, age, gender, ethnicity and UK region. We will keep these details for one year so that we can inform you

about the grants you help us award. If you apply to be on the panel, but are unsuccessful, we will destroy your information after six months. The legal basis for collecting, processing and storing this personal information is 'consent'.

### *Our scientific journals*

The Society publishes four journals with Oxford University Press. Submission of papers to our journals, editing and peer review are all managed through the submission site Scholar One. For further information, read the [Scholar One Privacy Policy](#). If you contact our Editorial Office email addresses, data relating to your query will be stored on our secure email servers. The legal basis for collecting, processing and storing this information is 'legitimate interest'.

### *Our donors and supporters*

We depend on the generous support of individuals to carry out our charitable work. If you are interested in making a donation or leaving a legacy, we will collect your name, email, phone number and postal address, and store this information securely. We may also record information about your donation, for example if you adopt one of our books or objects. Names of individual donors will be recorded in perpetuity for archival purposes unless otherwise requested. The legal basis for collecting, processing and storing this information is 'legitimate interest'.

### *Our mailing lists*

We send a monthly newsletter, Linnean News, to anyone who wants to hear more about our activities using Mailchimp. If you are not a member, you can subscribe, unsubscribe or change your preferences through Mailchimp. If you are a member, you can use the membership relationship-management platform to subscribe, but you need to manage any further changes to your preferences through Mailchimp. The legal basis for us to collect, process and store this personal information through our platform is 'consent'.

We have a newsletter relating to our education work, Linnean Learning Update. You can subscribe, unsubscribe or change your preferences through Mailchimp.

For more information on Mailchimp see [Mailchimp's Privacy Policy](#).

### *Onsite security and safety*

We operate an onsite CCTV system for the purposes of crime prevention and detection for the safety of our staff and those who visit the Society. This video footage is stored for 30 days. In the event of a safety or security incident or near miss, details of the event are kept in an incident report by the Society. Such reports contain no personal information, but personal information may be kept by any emergency services called out to the incident. The legal basis for collecting, processing and storing this information is 'legitimate interest'.

## *Employees and volunteers*

If you apply to work for us, we will use the information you provide to process your application and monitor recruitment statistics. If we need to release information to a third party, for example to take up a reference or to obtain disclosure, we will inform you beforehand. If you are successful, we will keep your employment records for six years after you leave us, unless we agree with you that your records should be held in perpetuity, or there are legislative interests. The legal basis for collecting, processing, and storing this information is 'contract.' If you are unsuccessful, we will destroy your application after three months.

There are many ways to volunteer for us. If you agree to volunteer for one of our activities or accept an invitation to sit on one of our committees, we will hold your personal contact details securely on our membership relationship-management system, and it will be administered by one of our members of staff. The legal basis for collecting, processing and storing this information is 'legitimate interest'.

## **Third-party organisations**

We will not share your personal information with third-party organisations for marketing purposes, but we will share it with outsource functions for which we do not have the necessary internal capacity. For example:

- We share email addresses of our newsletter subscribers to Mailchimp.
- We share postal addresses of members with a mailing company to send hard copies of the magazine, *The Linnean*.
- We share the email addresses of fellows who have opted for access to our journals as part of their membership with our publishers so that they can send instructions to access the journals.
- We share postal addresses, email addresses, and contact numbers with distribution companies to process merchandise orders.

We will continue to monitor the companies we work with to ensure they are GDPR compliant and will not pass on your data to any other third-party organisation. The Society only uses these companies to provide you with the publications and events as stated and for no other purpose. We will always ensure that stringent protection applies to any personal information that is transferred outside the UK.

## **Changes to your personal information**

You have the right to view, edit and ask us to delete all the information that we hold on you. However, if you are a member and ask us to delete all of your information, the Linnean Society will not be able to maintain your membership as it will not be able to honour its obligation to you as a member.

## How you will be contacted by the Society

We normally will contact you by email, but occasionally we will also contact you by post, if we need to send you any hard-copy documents. If you have any particular preferences on how you would like to be contacted, please let us know.

## Your data's journey through the Society

The Society is a scientific and historical body and is therefore allowed to further process your personal data for archiving activities and maintenance of the Society's historical records. It is hoped that you will agree for your personal data to be further processed in this way. This however does not mean that your 'right to be forgotten' is taken away. Under the terms of the GDPR you have a right to request at any time a copy of the data we hold about you by using a subject access request to the Data Protection Officer.

Please note that some personal information from deceased Fellows will be securely stored for archival purposes in line with our charitable purpose.

If you want to discuss any aspects of the Linnean Society's Privacy Policy, or have suggestions for improvement of our procedures, please write a letter addressed to the Data Protection Officer, Linnean Society, Burlington House, London W1J 0BF or email

**[Dataprotection@linnean.org](mailto:Dataprotection@linnean.org)**

You have the right to complain to the Information Commissioner's Office (ICO) where you remain dissatisfied with how we may have handled your request. The ICO's details are:

<https://ico.org.uk/>

or

Information Commissioner's Office  
Wycliffe House  
Water Lane, Wilmslow  
Cheshire SK9 5AF