



Privacy Policy

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

- UK Data Protection Act 2018
- 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.

A. Who we are

The Linnean Society is the world's oldest active society devoted to natural history. We are a membership-based organisation with just over 3,000 members. We are a UK registered charity (Charity number: 220509) and we are registered with the Information Commissioner's Office in the UK.

B. Why we collect personal information

(i) Members

We collect personal information to maintain and enhance your membership of the Society. We use this to send out our membership publication, *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 Fellowship Application form will be held in perpetuity for research purposes. The legal basis for collecting, processing and storing this personal information is 'Legitimate Interest'.

(ii) 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.

C. How we collect, process and store information

(i) 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, Associate or Student Associate.

Becoming a Fellow

You will fill out a 'Fellowship Application form' which will ask for your title, full name, year of birth, profession, nationality, interests and motivation in becoming a Fellow, as well as your address and contact details. We will also ask you for the names and contact details of two referees. It is your responsibility to inform them of our Privacy Policy and to gain their consent. Your form will be shared with a Fellowship Committee and Council to assess your candidacy and election. Our Fellowship will be notified of your name and have the opportunity to make any reasoned objections to your candidacy as per our Bye-Laws. If you are elected, we will keep your form in perpetuity for archival purposes. If you are unsuccessful, we will destroy your form within six months 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, profession and interest in nature, as well as your address and contact details. Your form is kept on file for future reference in perpetuity.

Becoming a Student Associate

You will fill out an online form that may include the following details: full name, date of birth, the name and location of your educational establishment, your course and dates of study in years, as well as your address and contact details. Your form is kept on file for future reference in perpetuity.

Becoming a Trustee

If you are a Fellow, you are eligible to put yourself forward to be elected as a Trustee. You will need to fill out a *Trustee Nomination* form, which will be circulated to our Fellowship as part of the election process. It is your responsibility to seek the permission of six nominators who must support your nomination. If you are successful, we will keep this form in perpetuity for research purposes. If you are unsuccessful, we will keep this form for six months. In addition to the fellowship information we hold about you, we will also record any Linnean Society 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

need to share your details with our bank and our ticketing platform, and we are legally obliged to disclose details about you and your role to the Charity Commission.

Becoming an Honorary Fellow

The Society grants Honorary Fellowship as a means of recognising and thanking individuals for their contributions to the work of the Linnean Society and its mission. If you would like to propose someone for Honorary Fellowship, you should inform the nominee.

A nominator will complete a 'Honorary Fellowship Application' form which for non-members will ask for the nominee's name, title, profession, qualifications, nationality, year of birth and place of residence. For nominees who are members of the Society, the name and membership number need only be provided. For all nominees you will provide supporting statements outlining how the nominee has made a significant contribution to the Society. We will also ask you for the names and membership numbers of six supporters. It is your responsibility to inform them of our Privacy Policy and to gain their consent.

If you are a nominee, we will share completed application forms with the individuals tasked by our Bye-Laws and Standing Orders in reviewing nominations, and we will ask them to maintain confidentiality at all times. If the Council decides to propose a nomination to the Fellowship, the application form will be shared in its entirety with the Fellowship.

We will keep your application details securely until a nomination is voted upon by the Society's Fellowship. At that point all original unsuccessful nomination forms will be destroyed. We will, however, keep a redacted version (minus your contact information) as an archival record.

If you are granted an Honorary Fellowship, we will keep your details in perpetuity for archival purposes. We would like to publicise your Honorary Fellowship 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'.

Termination of Membership

Should any member have their membership terminated for contravention of the Membership Code of Conduct or any other reason as stated within the Society's governing documents, their data may be shared with individuals associated with any disciplinary and appeal processes.

(ii) 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 application form 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.

(iii) Collecting information about those who interact with us

Event attendees Online and In Person

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 or 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.

Visitors to Burlington House

We use an electronic sign in process (and in the past/as back up a paper record) to track who is in the building for health and safety reasons. Member and non-member visitors must sign in and sign out, agreeing to our Terms and Conditions. Personal information such as your name is required in case of a roll call at an assembly point if the building is evacuated. We ask you to give a reason for your visit so we know who is where in the building in case of an emergency.

All data is securely stored in the cloud, is securely encrypted, both 'in transit' to Amazon Web Services (AWS) servers, and 'at rest' on those servers. This data belongs to The Linnean Society and will be removed from the servers after one year, once our security controls have been satisfied. Sign-in data will be used by the Society to report on visitor numbers and the reasons for visits in order to help us plan for and improve visitor experiences.

The legal basis for collecting, processing and storing required sign in information is 'legitimate interest'. If you elect to supply any further personal information e.g. in order to sign-up to our email newsletter then the Society will collect, process and store information about you according to the nature of your chosen interaction.

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 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 should first inform the nominee before you submit their nomination. If you are a nominee, we may share completed nomination forms with a selection panel, and we will ask them to maintain confidentiality at all times. We will keep your application details (i.e. your name, address, contact details, profession, curriculum vitae, and details of your nominators) securely until decisions are made on the awards by a selection panel. At that point all unsuccessful nomination forms will be destroyed except where these form part of a committee meeting pack in which case they will be retained as an archival record of that committee's work. 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'.

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 grants, after which applications from unsuccessful candidates will be destroyed except where these form part of a committee meeting pack in which case they will be retained as an archival record of that committee's work. 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 will also collect and maintain information on our interactions with donors and prospective donors (e.g. events attended, publications sent, letters received), information on previous gifts to the Society, and information gathered from publicly available resources.

We maintain and use this information for the purposes of:

- i. Gift recording and administration.
- ii. Gift aid claims.
- iii. Understanding a person's interests and building a relationship.
- iv. Communicating our plans and activities.
- v. Assisting with ongoing fundraising.
- vi. Reporting to applicable government agencies as required by law.
- vii. Maintaining an accurate domestic archive.

All information concerning donors or prospective donors shall be kept strictly confidential and stored securely. It is only shared within the organisation on a 'need-to-know' basis, unless permission is obtained from donors or prospects to release such information.

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'.

Further to your identified or anonymous donation you will be offered the option to Gift Aid your gift. Where a person opts to Gift Aid their donation additional data will be collected including the donor's name, first line of address and postcode, email address and confirmation that the relevant individual is a UK taxpayer. The legal basis for collecting, processing and storing this information is 'consent'. We remain the data controller irrespective of the paper handing or digital processing method of administration.

The Linnean Society is subject to legal duties which may require the release of information under the Freedom of Information Act 2000, the Environmental Information Regulations 1992, and any other legislation or codes brought into UK law at a later date. Such disclosures may include information relating to gifts and the purpose it concerns. Whilst the Linnean Society will not make such disclosure without prior consultation with the relevant donor, there may be circumstances where the Linnean Society may be under statutory duty to disclose details of a gift without consent.

Our customers

We offer you the opportunity to purchase goods from our website and in person at Burlington House.

When you purchase in person, your credit or debit card information may be shared with order and payment processors. You may opt to provide an email address for us to send you a receipt of your order.

When you visit or make a purchase from our website we collect certain information necessary to process your purchases. We may also collect additional information if you contact us for customer support.

Examples of personal information we collect include name, billing address, shipping address, payment information (including credit or debit card numbers, PayPal account), email address, and phone number. Purposes of collection may include but not be limited to providing products or services to you to fulfil our contract, to process your payment information, arrange for shipping, and provide you with invoices and/or order confirmations, communicate with you, screen our orders for potential risk or fraud. For business purposes it may be necessary to disclose or share your information to provide our services and fulfil our contracts to you and to apply with applicable laws and regulations, including order and payments processors, fulfilment and/or delivery agents.

The legal basis for collecting, processing and storing this information is 'consent'. When you place an order through our website, we will retain your personal information for our records unless and until you ask us to erase this information.

Our website and social media

When you visit our website we collect certain information about your device, your interaction with the website and personal information that we use to provide our services to you including offering products and tickets for sale and keeping you up to date on new products, services and updates from the Society.

We use cookies to optimise your website experience. A cookie is a small amount of information that's downloaded to your computer or device when you visit our website. We use a number of different cookies, including functional, performance, advertising, and social media or content cookies. Cookies make your browsing experience better by allowing the website to remember your actions and preferences (such as login and region selection). This means you do not have to re-enter this information each time you return to the website or browse from one page to another. Cookies also provide information on how people use the website, for instance whether it's their first time visiting or if they are a frequent visitor. You can control and manage cookies in various ways. Please keep in mind that removing or blocking cookies can negatively impact your user experience and parts of our website may no longer be fully accessible.

We use Google Analytics cookies to track the performance of our website and understand how we can improve it. This includes information about the number of visitors to our website and how long, on average, users spend on a page. [Read more about how Google uses information from sites using their services](#). You can change your cookie preferences on the website. The legal basis for collecting, processing and storing this information is 'consent'.

We are on social media, including Instagram, Facebook, BlueSky and LinkedIn. If you follow us on one of these social media channels, or interact with our posts, you might give us access to information about you, depending on your own privacy settings. Any communication or engagement with us on these platforms are subject to the terms and conditions and privacy policies of those platforms. We recommend you use social media carefully and consider your privacy settings and the information you share on these platforms.

Our mailing lists

We send two newsletters, Linnean News and the Linnean Learning Update 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'.

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. Any employment references given to the Society by a third party will be treated as confidential. 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 six 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'.

D. 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 fulfilment and 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.

E. 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.

F. 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.

G. 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 Lead.

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

H. Feedback

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 Lead, Linnean Society, Burlington House, London W1J 0BF or email 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/>
- Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.