Data Protection

1. The Fungus Conservation Trust maintains a mailing list for members containing postal and email addresses

2. The lists are held on the Membership Secretary and Communications Officer's computers. He/she will usually be the only persons to send out information.

However, they will also be held by the Treasurer, in case of emergency e.g. if the Membership Secretary becomes indisposed. The lists will not be shared with any other organisation.

3. Communications relate to society activity including the annual general meeting, workshops and other events. Information from third parties *may* be emailed o*nly* if it is considered of likely interest i.e. competitions and/ activity. The Membership Secretary or Treasurer may need to contact members for other reasons by exception.

4. Members will be asked to tick a box on the membership/renewal form to confirm they are willing for their data to be held and used as described here, and the forms retained as evidence of consent. Members may withdraw their consent at any time by contacting the Membership Secretary.

5. This policy document will be available on the Fungus Conservation Trust website Registered Charity No. 1118651.

We are also required to obtain your approval for holding on the CATE2 database any fungus records that may involve you. The public access of the database includes the hectad (10km square) in which a relevant foray record was obtained, but no personal details. The restricted access to the database also includes the place name, its grid reference, and names of recorders, collectors, and determiners.

Other information

6. The Treasurer maintains an annual financial record which holds information on the subscriptions paid by members and any other payments received. These detailed records are not shared with anyone other than the Treasurer and Chair, unless a more formal audit is deemed necessary, and are retained for seven years.