

## **DERBYSHIRE AMPHIBIAN AND REPTILE GROUP (DARG)**

### **DATA PROTECTION AND PRIVACY POLICY**

1. DARG holds personal details of its members solely for the purpose of contacting them for such purposes as notifying them of the AGM, sending out newsletters and the details of events and courses.
2. DARG does not share or sell its members personal data to any third party.
3. DARG members' personal data namely their names and contact details are held on a secure data system and are password protected.
4. DARG's membership includes many volunteers who work every year on the Derbyshire toad crossings. However not all volunteers at toad crossings need to join as members of DARG to participate in the activity but will be required to sign the Volunteers' Agreement Form as detailed below.
5. Each year Toad crossing volunteers are asked to complete and sign the Volunteers' Agreement form for the purpose of providing insurance cover for the activity, indicating that they have read various policies relating to toad crossings, such as lone working and risk assessments and also to ascertain their wishes with regard to being contacted by DARG. Volunteers' contact details are held by the local crossing coordinators for the purpose of arranging rosters and also for knowing emergency contacts in the event of an accident. The members forms will be sent to the DARG membership secretary by the crossing coordinators
6. DARG members who participate in certain other activities such as work parties will also be asked to complete and sign the Volunteers' Agreement form for the purpose of providing insurance cover for the activity, indicating that they have read various policies relating to the activity, such as risk assessments. This is so that they will be covered by the public liability insurance. That insurance is currently provided by ARG UK but the forms and members details are not passed onto ARG UK unless this is requested by the insurance company in the event of a claim against the member or the Group.
7. DARG is affiliated to the UK Amphibian and Reptile Group (ARG UK), which is a registered and incorporated charity (number 1165504), but DARG is itself an independent unincorporated organization and does not share its members' personal data with ARG UK
8. Individual members' wishes regarding them continuing to be members and whether and how they wish to be contacted are ascertained every two years. The names and details of those not wishing to remain members, who do not reply or do not renew their subscriptions, if a membership fee is charged by DARG, are deleted.
9. DARG has a nominated data protection officer, who has responsibility for ensuring this policy is adhered to. The same individual acts as DARG's membership secretary and maintains an up to date list of members.

Approved at DARG November 2018 committee meeting