

Guernsey Biological Records Centre (GBRC)

Data & Privacy Policy for Volunteers

Introduction

The Guernsey Biological Records Centre (GBRC) takes data protection very seriously and is committed to protecting your privacy and security in accordance with the Data Protection (Bailiwick of Guernsey) Law, 2017. This document aims to explain how and why we hold and use your personal data, and to ensure that you are aware of your rights. By working with us, or applying to do so, whether as a volunteer, intern, or work experience student, you are agreeing to be bound by this Policy. We do not sell, trade, or rent personal identification information to others.

Who are we?

The GBRC (or 'us' or 'we' hereafter) is a non-profit organisation, originally established in 2003 by La Société Guernesiaise, which is now managed by the Nature Commission under contract with the States of Guernsey. Our office is located at Lisia House, Rue à Chiens, St. Sampsons, GY2 4AE. If you have any questions or any complaints, please contact us at: office@naturecommission.gg.

What information do we collect?

Your activities and involvement with GBRC may result in personal data being created, for example, when becoming a volunteer, communicating with us, or entering biological records on our website. We'll only collect the personal data that we need. This may include:

- Your name (as a recorder or as a verifier)
- Email address (for data verification purposes)
- Location and date of any biological records you submit

Sensitive personal data

We do not normally collect or store sensitive personal data (such as information relating to health, race, religious beliefs or political opinions) about supporters, clients, volunteers, interns and work experience students. However, there are some situations where this may occur.

When we do so, we will be very clear as to why we are collecting such information, and we will only do so with your specific consent and permission. In these situations, we collect the data from you directly.

For our volunteers, interns, or work experience students, and applicants for such roles, we may collect extra information about you, for example:

- references
- criminal records checks
- details of emergency contacts
- medical conditions

We may also collect sensitive personal data if you have an accident during field work or one of our activities. This information will be retained for legal reasons, for safeguarding purposes and to protect us (including in the event of an insurance or legal claim). If this does occur, we'll take extra care to ensure your privacy rights are protected.

How we use information

We'll only use your personal data for the purpose(s) for which it was collected. For example:

Administration

We use personal data for administrative purposes (i.e. to carry out surveying, recording and conservation work). This includes:

- maintaining databases of our volunteers, recorders and supporters
- preventing duplication of data, increasing the accuracy of records, and allowing validation of future records where information may have been unintentionally omitted.

Biological records

- Biological records submitted to GBRC may be shared with other organisations and users for the benefit of the conservation and understanding species distribution and ecology in the Channel Islands, UK or international context. Contact details, such as email addresses, are not shared with any other organisations without the express permission of the individual.
- Biological records will be shared with other organisations and individuals for purposes of scientific research. Your name will be included as part of the scientific records in these datasets. Once a dataset is shared with organizations such as iRecord and published, it will be freely available for redistribution.
- We will not openly publish your email address. Expert volunteers working with us, who we appoint to the role of verifier, will have access to your email address in order to carry out their role in verifying records you submit. No personal information, other than the name of the recorder and verifier, is included in the records shared with any organisation.
- The contact details (e-mail address, telephone number or postal address) of the recorder and verifier (where appropriate) are required to enable us to contact the provider/verifier of the data, if necessary, as part of our quality assurance process. This information is held with the original record and is not transmitted.
- We only use your personal data with your consent or where it is necessary in order to comply with a legal duty or protect your vital interests.
- We do not sell, trade, or rent personal identification information to others.

Data requests

The GBRC is managed by the Nature Commission on behalf the States of Guernsey. The Nature Commission is responsible for issuing invoices and handling payments related to data requests. Personal information provided to the Nature Commission to complete the billing and payment aspect of each commercial data request may include the name and contact information of the person submitting the data request. Further information may be required depending on the nature of the data request.

Subcontractors and partners

Occasionally, where we collaborate with other organisations, we may also share information with them (for example, if you register to attend an event being jointly organised by us and another charity). We will only share information when necessary.

How we Store Information

GBRC's operations are based within the Bailiwick of Guernsey and all personal data is processed by our staff and volunteers¹ in the Bailiwick of Guernsey. The handling of your data will be in accordance with laws and the guidance of the Bailiwick of Guernsey.

The GBRC may keep some hard copy files, such as membership or volunteering applications and correspondence and letters we will have received from you. Hard copy files are secured in a locked office. Data are stored on secure computer systems, and we control who has access to information (using both physical and electronic means). Data held on our website or data added via CiRecord is securely stored within encrypted servers.

Data Retention

We will only use and store information for as long as it is required for the purposes it was collected for. We continually review what information we hold and delete what is no longer required. How long this will be depends on the type of information and how it is used.

Links to other sites and organizations

Our website contains hyperlinks to the websites of other organizations, and these links may change over time in accordance with our Terms and Conditions. We are not responsible for the content or functionality of the websites of external organizations (but please let us know if a link is not working by using our contact details). If an external website requests personal information, the information you provide will not be covered by the GBRC's Privacy Policy. We suggest that you read the privacy policy of any website before providing any personal information.

Changes & Queries

This Data & Privacy Policy may change to reflect new legal requirements or to cover changes to services provided. Please check this page occasionally to ensure you are up to date with any changes.

Any questions regarding this Policy and our data and privacy practices should be sent by email to office@naturecommission.gg.

Cookie Policy

Our website uses 'cookies' to help provide you with the best experience we can. Cookies are text files placed on your computer or mobile phone when you browse websites.

Our cookies help us:

- Make our website work as you'd expect.
- Remember your settings during and between visits.
- Improve the speed/security of the site.
- Allow you to share pages with social networks like Facebook.
- Continuously improve our website for you.

¹ In this context, a Nature Commission/ GBRC volunteer will only have access to and process personal data where they have a role for this purpose. Checks of our volunteers are carried out as necessary to manage risk.