

## Scottish Biodiversity Information Forum (SBIF)

### Data protection statement and privacy policy

This policy describes what personal data the Scottish Biodiversity Information Forum (SBIF) collects and maintains about its contacts and supporters and explains how it is used.

#### What personal data do we collect?

We maintain a mailing list so that we can send communications about SBIF to contacts and supporters who opt in to receive SBIF news, event invitations and other information relating to the work of SBIF and the wider biological data community. Our mailing list contains the following personal details:

- Name
- Job title
- Organisation
- Email address
- Date record updated

#### How we collect the personal data

Personal data is added to the list by consent. This consent is given by the contact or supporter in different ways, for example by email, or verbally.

#### How we use your personal data

We only use our mailing list to issue SBIF communications to our contacts and supporters. We do not share your personal data with any other organisations.

#### How long we keep your personal data

Your personal data will be retained for as long as SBIF exists, or until you ask for your personal data to be deleted, whichever is sooner. If SBIF becomes fully incorporated into another organisation we will ask your permission to transfer your personal data to that organisation. Currently the mailing list is maintained by the NBN Scottish Liaison Officer (an employee of NBN Trust) on behalf of SBIF. The live list held by the NBN Scottish Liaison Officer and also accessible to the SBIF Chair; copies are periodically archived and held by the NBN Trust.

#### Access to your information and correction

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal data please email the NBN Scottish Liaison Officer or write to the NBN Trust (for contact details see <https://nbn.org.uk/about-us/who-we-are/contact-us/>).

We want to make sure that your personal data is accurate and up to date, and you may ask us to correct or remove data you think is inaccurate.