

Privacy notice for landowners/occupiers

This privacy notice sets out the basis on which we will process any personal data we collect from you, or what you provide to us.

1. About us

The Bat Roost Tree Tag System (BRTTS) is run by the Bat Conservation Trust ("BCT"). Bat Conservation Trust is a registered charity in England and Wales (1012361) and in Scotland (SC040116). Company Limited by Guarantee, Registered in England No: 2712823. It is the leading NGO solely devoted to the conservation of bats and the landscape on which they rely on and is indebted to all the surveyors who have contributed their records to the BRTTS and to the landowners who have given us permission to tag, and survey confirmed tree roosts on their land.

BCT respects your privacy and is committed to protecting your personal data in a way that respects your individual rights while enabling us to continue working to protect bats and the landscapes on which they rely. As landowners and occupiers, this privacy notice will inform you as to how we look after your personal data and tells you about your privacy rights and how the law protects you.

2. Why are we collecting your information and how will we use your personal data?

Landowner Permission

We are collecting your name and contact information so that we have a record that permission has been granted to the surveyor to access your land, fix a tag to a confirmed tree roost located on your land and gather some basic essential data plus where possible additional information about the tree roosts and its immediate surroundings.

We will collect the following data about you:

- Name
- Contact details (phone number and email address)

Your personal details will be entered into a database for the sole purpose of contacting you about long-term monitoring of the tree roost(s) in the future. We will also keep with your personal data any additional information you have provided regarding any access restrictions. In data protection terms, we are processing your data on the basis of legitimate interests - to confirm permission has been granted to tag and survey confirmed tree roosts, thus contributing to the protection of a known roost and the collection of records for the purpose of research and improving our understanding of tree roosting bats requirements.

If you ask that you are not to be contacted any further, we will remove your personal data from our records.

All your personal data will be stored on a password protected Access database managed by BCT. It will continue to be stored on our server for five years after the confirmed tree roost(s) were last active (i.e. since it was last surveyed). After five years if the tree is no longer actively surveyed, your personal records will be deleted. Your personal data will only be accessible by BCT staff for the purposes of running the BRTTS and for the specific purposes set out above. It will not be used for any other purposes.

Using a data use agreement, we may also share the tree roost dataset with researchers to enable us to gain an insight into tree roosting bat ecology. We would also like to share the tree roost and species records with the National Biodiversity Network Atlas (NBN Atlas). Site names, addresses, landowner names, contact and personal details **will not be** shared with researchers or with the NBN Atlas.

Payment details

Please note that any information requested for the payment of the tags will be held in confidence by BCT.

We will collect the following data about you:

- Name (including title if provided)
- Address (delivery and billing address)
- Contact details (email address and phone number)
- Payment details
- Total paid

This information is being held to ensure we administer sales effectively and improve the service we provide. In data protection terms, we are processing your data on a legal basis for the sale of the bat roost tree tags.

The above payment details will be stored on a password protected Access database managed by BCT. It will never be shared with anyone else. This information will be kept for 7 years for administrative purposes.

When using the BCT website to purchase tag(s), cookies will be placed on your computer, which can be disabled via your browser. These cookies log whether you are a new visitor or a repeat visitor to the site and this will be used in Google analytics. It will also be used to save you from entering your personal data multiple times. You can disable the use of cookies in your browser, but we cannot guarantee that all parts of the site will work. See section on 'Cookies' in the main BCT website privacy notice for further details - [https://cdn.bats.org.uk/pdf/The%20Trust/Bat Conservation Trust - Privacy Information.pdf?mtime=20181101151607&focal=none](https://cdn.bats.org.uk/pdf/The%20Trust/Bat%20Conservation%20Trust%20-%20Privacy%20Information.pdf?mtime=20181101151607&focal=none)

3. Your rights and our contact details

You are entitled to access any of your personal data that we hold. Please contact the administrator at brrts@bats.org.uk with as much detail as possible on the information you would like us to provide, and we will respond within one month.

You have the right to request that we restrict or stop processing, rectify, or delete your personal data. Where the data we hold have not been supplied by yourself, you are entitled to ask how we obtained the data.

If you have any concerns about how your personal data are being used, we will try to answer any questions you have. You have the right to [lodge a complaint](#) with the [Information Commissioner's Office](#). You also have the right to an effective judicial remedy against decisions of the Information Commissioner's Office, or against BCT.

4. Changes to this privacy notice

We keep our privacy notice under regular review, and it will be updated annually if needed. It can also be downloaded directly from the [BRTTS web page](#).

For further information, please see the general BCT Privacy Notice: <https://www.bats.org.uk/legal/privacy-policy>