

Privacy notice for the Bat Roost Tree Tag Scheme (BRTTS) surveyor

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. Who we are?

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. 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 are collecting your information?

BRTTS tree roost and species records & database

We are collecting your personal data in order to administer the BRTTS database and run the BRTTS effectively. When you submit data to the BRTTS, your name will be included alongside the survey information to form the tree roost record. We may contact you with queries about the records for the purpose to validate and verify the data submitted. In data protection terms, we are processing your data on the basis of legitimate interest - to tag confirmed tree roosts, contribute to the protection of the roost and the collection of records that will provide information about tree features used by different tree roosting bat species.

We will collect the following data about you:

- Name
- Contact details (email address)

Payment details

We are collecting your personal data in order to administer the sales of tag(s) effectively and improve the service we provide to you. 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
- 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 tree tags.

When using the BCT website to submit your records and 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. How are we storing your information and how will we share it?

BRTTS tree roost and species records & databases

All personal data submitted with any BRTTS records will be stored securely in a password protected Access database by BCT and will be kept on our server for as long as the scheme is running. If we have any outstanding questions related to the validation and verification of any submitted records, we may still get in touch within the period. The component of your personal data (your name) that forms part of the tagged tree records submitted will be kept permanently as part of a BCT tree roost dataset that will be kept on the BCT server.

Your personal details will always stay with BCT but the component of your personal data (your name) that will be kept permanently as part of the BCT tree roost dataset will be shared with the Bat Tree Habitat Key (BTHK) database. If approved by BTHK for inclusion into their database, it will also be kept permanently as part of the BTHK dataset and will contribute to an existing project. To reiterate your contact details (email) and survey licence number will not be shared with BTHK, only your name will be shared with BTHK.

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, surveyor's names, contact and personal details **will not be** shared with researchers or with the NBN Atlas.

Other than what is set above, and where we have a legitimate interest to do so, we will not share your personal data with anyone else or transfer your data outside the European Union.

If you no longer wish to contribute to the scheme, please contact brtts@bats.org.uk. We will delete all other personal details within a year of a request to no longer be part of the scheme.

Payment details

All payment details provided by the surveyor 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.

4. Your rights and our contact details

You are entitled to access any of your personal data that we hold. Please contact the administrator at brtts@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.

5. Changes to the privacy policy for the Bat Roost Tree Tag Scheme

This privacy policy will be reviewed annually and updated where necessary. This latest version will always be available and can 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>