



BIAZA Privacy Policy

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Privacy Policy

What information do we collect?

The British and Irish Association of Zoos and Aquariums (BIAZA) collects data about potential members through membership application forms and current members through BIAZA's Annual Questionnaire in order for us to support and communicate with them, and to achieve our mission to be a powerful force in the care and conservation of the natural world. We also collect data from partners and affiliated organisations in order to work collaboratively to achieve our mission aims.

Any queries about the data we hold should be sent to the Data Protection Officer via admin@biaza.org.uk

How will we use the information?

The information required during the membership application process. Including financial records, inventory lists, contact details, CVs etc., will be visible to staff working in the BIAZA Office, BIAZA's Membership & Licencing Committee (who review all applications for membership), and an appointed mentor from BIAZA's membership if the category requires it and BIAZA Council. All information requested as part of the membership application process is required, if this information is not provided your application will not be considered.

Personal data you share with us, including name, job title, phone number, fax number, website, email and postal address, will be used by the BIAZA Office and members of the Association's Standing Committees and working groups to communicate with you. Your contact details will be added to relevant distribution lists according to your membership type and BIAZA responsibilities. Any requests to be added to or removed from a distribution list should be sent to admin@biaza.org.uk .

BIAZA Member contact information is updated annually via BIAZA's Annual Questionnaire. This information is held for approximately 18 months until the next Annual Questionnaires have been processed.

Any personal data from a non-BIAZA member such as third party contact details held by the BIAZA Office will be reviewed annually.

For Job applicants, BIAZA Office will hold your CV and application form until an appointment is made. For successful applicants we will hold your information for a period of seven years post

termination of employment. If you are not successful we will delete your application within 1 year. BIAZA does not hold any prospective CV's on file.

For supporters/donors, if you agree we can claim Gift Aid for your donation we will store your address for up to 7 years.

Who do we share this information with?

Members' contact information shared with us, including name, job title, phone number, website, email and postal address will be visible to all other BIAZA members, including corporate members, via a password protected area of the BIAZA website.

If our Members provide us with contact information of staff/volunteers it is used by BIAZA with the assumption that the member has sought appropriate consent from the staff/volunteer.

Access to your information

You have the right to request a copy of the information that we hold about you. To request this please contact us at admin@biaza.org.uk or BIAZA, Regent's Park, London, NW1 4RY.

If you have a complaint about the way we handle your information you can contact the Information Commissioners Office: <https://ico.org.uk/> .

On our website

Cookies are text files on your computer that are used to track visitor use of the website. We use Google Analytics to write general reports of website use, we do not identify any individuals. For further information visit www.allaboutcookies.org.

Changes to our privacy notice

Any updates to our privacy notice will be visible here and we will notify our members of any significant changes. This privacy notice was last updated on 22 May 2018.