Data Protection Statement
25th May 2018

This is a timely reminder that all personal information supplied to the Society is treated strictly in accord with the requirements of current data protection legislation and is only used for the purposes of administering the Society.

GDPR
We have made changes to our processes and practices, Privacy Policy and Terms and Conditions to ensure that we fully comply with new General Data Protection Regulation legislation which comes into force from 25th May, having taken note of advice provided by the Information Commissioner’s Office (ICO) and other sources. GDPR applies to living individuals and aims to give people more control over their personal data; organisations are required to demonstrate that there is a legitimate legal basis for their processing of personal data. How this legislation affects the AES is summarised below.

1. The kinds of AES-held data to which the legislation applies
These comprise personal contact data (names, postal & email addresses, phone numbers), financial transaction details, entomological interests, and in some cases dates of birth and other sensitive data.

2. Data processing and retention

2.1 Personal information provided by members, donors and subscribers is stored in a secure database accessible only to relevant Officers of the Society in order to run the Society and to provide member services. Similarly, the Society holds data that have been supplied by customers of the online shop. This information is accessible to the AES Publications Agent and to others who need it in order to fulfil the Society’s contractual obligations. If you contact the Society, the officer who receives your communication may need to pass it to other officers or trustees via e-mail. (N.B. Individual trustees may use personal e-mail services provided by third parties over which we have no control). The Society’s Governance Committee reviews data protection and all trustees report promptly any errors or breaches.

2.2 Please note that we are legally required to retain financial transaction data for six years and in some cases longer, e.g. to retain proof of eligibility for Gift Aid. In the case of long-standing members, correspondents and volunteers (in particular, trustees and officers of the Society) their data (including in a few cases relevant sensitive data) may be archived securely for legitimate-interest historical or statistical purposes, including for example to enable us to confer honorary life memberships.

3. Access and rights
You have various rights relating to your information, including: to see what information we hold on you; to ask us to update incomplete or incorrect details; to object to or restrict our processing of your information; to complain to a supervisory authority such as the ICO, etc. If you are under 18 years of age, parental or equivalent consent is required before we can process or store your data.
4. **Members and membership services**
The Society will continue to send you the journals and membership services you have already contractually signed up for or which you have a legitimate right or interest to receive. These may include when necessary e-mail or postal communications (e.g. relating to event cancellations). Periodical mailings may include advertisements including flyers advertising products or services relevant to members’ interests; we do not accept advertisements that are not in alignment with our charitable aims.

4.1 **Membership lists**
The Society periodically produces a printed Membership List which is circulated to all members. The aim is to let members know of other entomologists in their geographical or interest area, so that you can contact each other. To be included in this list, members need to actively opt in; you can do this by e-mailing or writing to us, for example using the annual renewal reminder form. You can change your mind at any time about being included in the Membership List. (Of course, once the list is published its contents are in the public domain, including through libraries and institutions). The most recent List was produced in 2015, and further lists will be produced subject to demand. Members aged below 18 years are not included in the list.

4.2 **E-mail Newsletters**
The monthly e-mail Newsletter is a membership service that includes Wanted and For Sale ads. Members need to actively sign up to the Newsletter using double opt-in consent. The Newsletter is currently provided through a US-based e-mail marketing service which has signed up to the EU-US Privacy Shield agreement. Members retain direct control of their data and can edit their details or unsubscribe to the Newsletter at any time using the link provided in each issue, should they so wish.

4.3 **Journal articles**
Should you contribute articles to AES journals you will need to consent to the personal information included in the by-line. Traditionally, names and contact details are published in the by-line of journal articles. Once published, journal issues are in the public domain and may be available in libraries, and indexed and stored within open access websites and databases subject to embargo periods.

5. **AES & *Entomologist’s Record* websites**
Our websites contain thousands of pages of general information. There are currently two members’ areas – one for the *Entomologist’s Record* and one for other AES members – to which members can request access.

6. **Third party agreements**
As with all personal data provided to the Society, information submitted through the online shop is used only to process your orders, whether for memberships, publications or goods.

Where we need to allow third parties (including the AES Publications Agent) to process your personal data we ensure in advance that stringent data protection arrangements are in place and that third parties demonstrate that they are GDPR compliant. For example, address labels provided to the printing firms who mail out members’ journals are sent electronically in encrypted form and are deleted by the printers once used for a mailing. Certain personal data are also available to the Society through PayPal payments.

7. **Data Disclosure**
Disclosure of personal data to third parties not involved in membership processing or online shopping would occur only exceptionally, in the event of an overriding legal requirement.