

Seabird Tracking Database Privacy Policy

Welcome to the Seabird Tracking Database privacy policy. This privacy policy is currently a standalone document, but will soon be supplementing the main BirdLife International website privacy policy. It provides specific details on personal information held by BirdLife International about users of the Seabird Tracking Database website (www.seabirdtracking.org).

This privacy policy only applies to you if you have a registered user account with the Seabird Tracking Database website.

1. Important information and who we are

Purpose of this privacy policy

This privacy policy aims to give you information on how BirdLife International collects and processes your personal data through your user account with the Seabird Tracking Database website. It is important that you read this privacy policy when you request a user account with the Seabird Tracking Database, so that you are fully aware of how and why we are using your data.

Controller

BirdLife International is the controller and responsible for your personal data. Our full details are below.

Contact details

If you have any questions about this privacy policy, please contact us in one of the following ways:

Email address:

- seabirds@birdlife.org (for questions relating to the Seabird Tracking Database privacy policy).
- privacy@birdlife.org (for questions relating to the BirdLife International privacy policy).

Postal Address: The David Attenborough Building, Pembroke Street, Cambridge, CB2 3QZ

Full name of legal entity: BirdLife International, a company limited by guarantee (charity number 1042125, company number 02987546)

Changes to the privacy policy and your duty to inform us of changes

We keep our privacy policy under regular review. This version was last updated on 16th August 2018.

It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during your relationship with us (e.g. changing email address or institutional affiliation).

Third-party links

This website may include links to third-party websites, plug-ins and applications. Clicking on those links or enabling those connections may allow third parties to collect or share data about you. We do

not control these third-party websites and are not responsible for their privacy statements. When you leave our website, we encourage you to read the privacy policy of every website you visit.

Definitions

- “Seabird Tracking Database” – the website that hosts the Seabird Tracking database (formerly also known as “Tracking Ocean Wanderers”), currently at www.seabirdtracking.org, enables user account creation, and facilitates the data request process.
- “Data owner” – the owner of the dataset hosted in the Seabird Tracking Database (i.e. usually an individual scientist, may be acting as the proxy for the legal owner of the data which is often their employer organisation or funding agency for the work of which the data are a product – or both).
- “Data requester” – the person or organisation requesting to download the dataset(s) for their use.
- “User” – the person holding a user account in the Seabird Tracking Database; can be a data owner, a data requester, or anyone else who has requested for the managers of the Seabird Tracking Database to make them a user account.

2. The data we collect about users

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

Through the Seabird Tracking Database website, we collect, use and store the following kinds of personal data about you:

- **Identity Data:** limited to first name, last name, salutation, and username or similar identifier.
- **Contact Data:** limited to email address, institutional/organisational affiliation, and country.
- **Profile Data:** includes your username and password, records of the datasets you own, previous data requests made by you, and your responses to requests for your datasets.

We may also collect, use, store and transfer **Technical Data** and **Usage Data**, including information on how you use our website. **Technical Data** includes internet protocol (IP) address, your login data, browser type and version, time zone setting and location, browser plug-in types and versions, operating system and platform, and other technology on the devices you use to access this website. **Usage Data** includes information about how you use our website, products and services.

We may collect, use and share **Aggregated Data** such as statistical or demographic data for any purpose. Aggregated Data could be derived from your personal data but is not considered personal data in law as this data will **not** directly or indirectly reveal your identity. For example, we may aggregate your Usage Data to calculate the percentage of users accessing a specific website feature. However, if we combine or connect Aggregated Data with your personal data so that it can directly or indirectly identify you, we treat the combined data as personal data which will be used in accordance with this privacy policy.

We do not collect any **Special Categories of Personal Data** about you (this includes details about your race or ethnicity, religious or philosophical beliefs, sex life, sexual orientation, political opinions, trade union membership, information about your health, and genetic and biometric data).

3. How is your personal data collected?

The methods we use to collect data from and about you for the Seabird Tracking Database are:

- **Direct interactions:** When you request a user account with the Seabird Tracking Database, we ask that you provide your full name, contact email, institutional/organisational affiliation, and country by email.
 - Data about your tracking datasets, preferences, and requests are collected when you upload a dataset via the web form and when you log in to your profile to make or respond to a data request.
- **Automated technologies or interactions.** As you interact with our website, we may automatically collect Technical Data about your equipment, browsing actions and patterns. We collect this personal data by using cookies and other similar technologies. Please see the BirdLife International cookie policy (<http://www.birdlife.org/worldwide/cookie-policy>) for further details.

4. How we use your personal data

We will only use your personal data when the law allows us to. Most commonly, we will use your personal data in the following circumstances:

- Where we need to perform the contract we are about to enter into or have entered into with you.
- Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.
- Where we need to comply with a legal obligation.

Please see the Glossary at the end of this document to find out more about the types of lawful basis that we will rely on to process your personal data.

Generally, we do not rely on consent as a legal basis for processing your personal data although we will get your consent before sending third party direct marketing communications to you via email or text message. You have the right to withdraw consent to marketing at any time by contacting us.

Purposes for which we will use your personal data

We have set out below, in a table format, a description of all the ways we plan to use your personal data, and which of the legal bases we rely on to do so. We have also identified what our legitimate interests are where appropriate.

Note that we may process your personal data on more than one lawful basis, depending on the specific purpose for which we are using your data. Please contact us if you need details about the specific lawful basis we are relying on to process your personal data.

| Purpose/Activity | Type of data | Lawful basis for processing |
|--|--|---|
| To register you as a user of the Seabird Tracking Database | (a) Identity (b) Contact (c) Profile | Performance of a contract with you. |
| To manage our relationship with you which will include: (a) Administering the service to which you have subscribed – enabling other users to see which datasets you own and request your data via the website data request process; sending you notifications about data requests you make or receive. (b) Notifying you about changes to our terms or privacy policy. | (a) Identity (b) Contact (c) Profile | (a) Performance of a contract with you. (b) Necessary to comply with a legal obligation. (c) Necessary for our legitimate interests (to keep our records updated and to study how customers use our products/services). |
| To administer and protect our work and this website (including troubleshooting, data analysis, testing, system maintenance, support, reporting and hosting of data). | (a) Identity (b) Contact (c) Technical | (a) Necessary for our legitimate interests (for running our work, provision of administration and IT services, network security, and to prevent fraud). (b) Necessary to comply with a legal obligation. |
| To use data analytics to improve our website, products/services, marketing, customer relationships and experiences | (a) Technical (b) Usage | Necessary for our legitimate interests (to define types of customers for our products and services, to keep our website updated and relevant, to develop our business and to inform our marketing strategy). |

Cookies

You can set your browser to refuse all or some browser cookies, or to alert you when websites set or access cookies. If you disable or refuse cookies, please note that some parts of this website may become inaccessible or not function properly. For more information about the cookies we use, please see (<http://www.birdlife.org/worldwide/cookie-policy>).

5. Disclosures of your personal data

Your personal data may be visible on the Seabird Tracking Database website for the following reasons:

Data contributors

If you are an owner of a dataset or datasets held within the Seabird Tracking Database, your full name and institutional/organisational affiliation will be freely visible on the Seabird Tracking Database website in the following contexts:

- Associated with your dataset(s) in the mapper (<http://www.seabirdtracking.org/mapper/>);

- In the 'Contributors' section of the 'About' page (<http://seabirdtracking.org/mapper/about.php>) ;
- On your personal contributor page, which shows all the datasets you have contributed. It is linked to by clicking your name in the 'contributors' table in the mapping tool.

The purpose, as set out in the table above, is to administer the service to which you have subscribed.

Other users

If you are not a data owner, none of your personal data are freely visible on the website.

Sharing of tracking dataset metadata with other data repositories

In the event that the Seabird Tracking Database collaborates with other data repositories to help integrate and simplify the process of hosting tracking data online, we may make some of the metadata about a dataset visible on the collaborating repository. For example, details on the species and colony tracked, the number of individuals/tracks, and the name of the dataset owner(s).

However, we will only share this data if we have your permission to do so, which is given by ticking the 'Yes' box under the 'Metadata sharing' section in the data upload web form.

6. Data security

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed in ways other than those detailed under section 5.

We have put in place procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

7. Data retention

How long will we use your personal data for?

We will retain your personal data for the duration of your use of the Seabird Tracking Database website, i.e. until you ask us to delete your user account.

Deleting your user account

If you wish for your user account and the associated personal information to be deleted from our database, you may contact us to request this. However, please note the following:

- If you are not a data contributor, we can delete your user account, but details of any data requests you made via the website will be retained for internal records and remain visible by the owners of the dataset(s) you requested.
- If you are a data contributor, we would require an alternative data owner to be nominated (for datasets where you are the sole owner), so that the dataset may still be requestable in

the future. Details of the requests you made or received will be retained for internal records, and may still be visible by data requesters or the other co-owners of your datasets.

8. Your legal rights

Under certain circumstances, you have rights under data protection laws in relation to your personal data. Please see the Glossary for more information. These rights are:

- *Request access to your personal data.*
- *Request correction of your personal data.*
- *Request erasure of your personal data.*
- *Object to processing of your personal data.*
- *Request restriction of processing your personal data.*
- *Request transfer of your personal data.*
- *Right to withdraw consent.*

If you wish to exercise any of the rights set out above, please contact us.

No fee usually required

You will not have to pay a fee to access your personal data (or to exercise any of the other rights). However, we may charge a reasonable fee if your request is clearly unfounded, repetitive or excessive. Alternatively, we could refuse to comply with your request in these circumstances.

What we may need from you

We may need to request specific information from you to help us confirm your identity and ensure your right to access your personal data (or to exercise any of your other rights). This is a security measure to ensure that personal data is not disclosed to any person who has no right to receive it. We may also contact you to ask you for further information in relation to your request to speed up our response.

Time limit to respond

We try to respond to all legitimate requests within one month. Occasionally it could take us longer than a month if your request is particularly complex or you have made a number of requests. In this case, we will notify you and keep you updated.

9. Glossary

LAWFUL BASIS

Legitimate Interest means the interest of our business in conducting and managing our business to enable us to give you the best service/product and the best and most secure experience. We make sure we consider and balance any potential impact on you (both positive and negative) and your rights before we process your personal data for our legitimate interests. We do not use your personal data for activities where our interests are overridden by the impact on you (unless we have your consent or are otherwise required or permitted to by law). You can obtain further information

about how we assess our legitimate interests against any potential impact on you in respect of specific activities by contacting us.

Performance of Contract means processing your data where it is necessary for the performance of a contract to which you are a party or to take steps at your request before entering into such a contract.

Comply with a legal obligation means processing your personal data where it is necessary for compliance with a legal obligation that we are subject to.

YOUR LEGAL RIGHTS

You have the right to:

Request access to your personal data (commonly known as a "data subject access request"). This enables you to receive a copy of the personal data we hold about you and to check that we are lawfully processing it.

Request correction of the personal data that we hold about you. This enables you to have any incomplete or inaccurate data we hold about you corrected, though we may need to verify the accuracy of the new data you provide to us.

Request erasure of your personal data. This enables you to ask us to delete or remove personal data where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal data where you have successfully exercised your right to object to processing (see below), where we may have processed your information unlawfully or where we are required to erase your personal data to comply with local law. Note, however, that we may not always be able to comply with your request of erasure for specific legal reasons which will be notified to you, if applicable, at the time of your request.

Object to processing of your personal data where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground as you feel it impacts on your fundamental rights and freedoms. You also have the right to object where we are processing your personal data for direct marketing purposes. In some cases, we may demonstrate that we have compelling legitimate grounds to process your information which override your rights and freedoms.

Request restriction of processing of your personal data. This enables you to ask us to suspend the processing of your personal data in the following scenarios:

- If you want us to establish the data's accuracy.
- Where our use of the data is unlawful but you do not want us to erase it.
- Where you need us to hold the data even if we no longer require it as you need it to establish, exercise or defend legal claims.
- You have objected to our use of your data but we need to verify whether we have overriding legitimate grounds to use it.

Request the transfer of your personal data to you or to a third-party. We will provide to you, or a third-party you have chosen, your personal data in a structured, commonly used, machine-readable format. Note that this right only applies to automated information which you initially provided consent for us to use or where we used the information to perform a contract with you.

Withdraw consent at any time where we are relying on consent to process your personal data. However, this will not affect the lawfulness of any processing carried out before you withdraw your consent. If you withdraw your consent, we may not be able to provide certain products or services to you. We will advise you if this is the case at the time you withdraw your consent.