



# Register of systems or contexts in which personal data is processed

---

System	Lawful bases
WordPress websites	
<b>Membership</b> info, name, address, email, phone number, comms preferences, current and past subscriptions	consent, contract, legitimate interests. legal obligation
<b>Dynamic &amp; downloadable member lists</b> info, name, address, email, phone number, comms preferences	legitimate interests
<b>Username and password</b> for registered users	consent
<b>Bookings for events</b> - name, address, email, phone number, current and past bookings	consent, contract,
<b>Cookies</b> required to support the browsing experience on the society websites, as set out in the <a href="#">Cookies Policy</a>	consent, legitimate interest
<b>Donations</b> - name, address, email, phone number, current and past donations	consent, contract,
<b>Gift Aid declarations</b> - name, address, email, phone number, current and past donations	consent, legal obligation
<b>Berkshire Name Service Orders</b> - name, address, email, phone number, current and past orders	consent, contract,
<b>Bookshop Orders</b> - name, address, email, phone number, current and past orders	consent, contract, legal obligation
<b>Stripe</b> payment processor for the above	contract
<b>Worldpay</b> payment processor for Ingenico card	contract

# Register of systems or contexts in which personal data is processed

machine	
Other websites	
<b>TNG based YourTrees platform.</b> Tree owners name and email, details of living people in the trees, suppressed from public	consent, legitimate interests
Document Security	
<b>Google Workspace incl Gmail</b> for all internal and external email and for document creation and storage	consent, contract, legitimate interests. legal obligation
<b>Synology NAS Drive</b> for storage of content that exceeds the Google Workspace allocation. archives, active backup of Google Workspace, platform for YourTrees, platform for recordings of meetings  <b>Secondary unit</b> for local backup of main unit	consent, legitimate interests. legal obligation
<b>Synology C2 cloud storage</b> - encrypted storage of backups of the Synology NAS drive	contract
Miscellaneous	
<b>Windows Server</b> - domain controller for Centre IT equipment	legal obligation
<b>Office computer</b> - Access database of shop products and supplier names and addresses, including self publishers	contract, legitimate interests
<b>Research Assistants Roster</b>	legitimate interests



# Register of systems or contexts in which personal data is processed

---

<b>Project and General Volunteer Lists</b>	consent, legitimate interests
Third-party processors	
<b>Joshua Horgan</b> printer of quarterly journal is provided with list of recipients and there is a process for them to declare they have deleted the file after the magazine is dispatched	contract
<b>UniquelyYours</b> web services - US based host for websites has admin access, to support the webmasters	contract
<b>MailChimp</b> - provider of email newsletter capability, name and email address via API from Membership System	consent, legitimate interests
<b>IONOS 1&amp;1</b> - Domain name host	contract

Approved by Trustees 12 Nov 2021

Updated 06 Apr 2022 to add Worldpay payment processor