

Geologists' Association procedures to protect members' personal data

PRIVACY

Members' details are used in accordance with the GA Privacy Policy, available on the GA website: <https://geologistsassociation.org.uk/about/>.

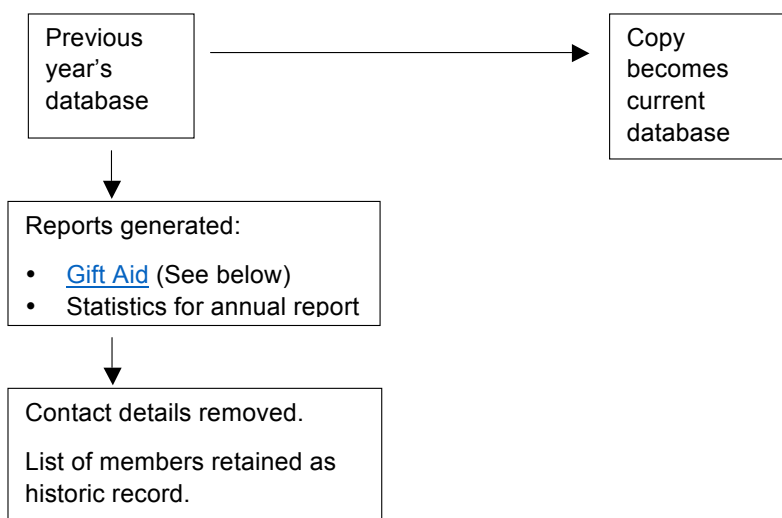
DATA SECURITY

Electronic Information is password protected, with backup to an external hard drive stored in a locked filing cabinet. The password is known only to a named short-list of people.

Paper Documents are stored in the GA Office in locked filing cabinets. The key is available only to a named short-list of keyholders.

New Membership Applications are received in the GA Office as e-mails (if made via the online form) or as paper forms. The application includes member contact details and their preferences for how the GA can contact them (e-mail, post, phone, text). Member details are added to the [Membership database](#) and the forms are stored (following the [data security](#) procedures) until the April following the end of the membership year.

The Membership Database contains contact details for current members and their preferences for how the GA should contact them (e-mail, post, phone, text). At the beginning of each subscription year (November), database 'housekeeping' is undertaken as shown below.



In February, members who have not renewed are sent a reminder. This states that they will be removed from our members' database in April, if their subscription is not received.

At the end of April, details of members who have not renewed are deleted from the current membership database. Also, they no longer receive any GA "products".

The membership database is updated when members advise the GA Office of any change in their contact details.

Gift Aid details for Her Majesty's Revenue & Customs (HMRC) - at the beginning of each subscription year, an Excel report is generated for the previous subscription year. This information is submitted to HMRC and Excel reports are kept for 7 years, as required by HMRC. The report contains the details required by HMRC for Gift Aid subscriptions:

- Name
- Address
- Date paid
- Amount paid.

Contact with Members: all members receive:

- Details of Annual and Special General Meetings
- Notification of subscriptions
- GA Magazine
- PGA (if paid for)

Members who wish to receive updates by e-mail also receive regular updates of events. E-mails are sent to members via a secure service (MailChimp) or as blind copies (Bcc). Each message includes links for members to change their contact preferences or to unsubscribe.

A List of Members (the green book) is published regularly. This contains members' names and date of joining, but no contact details. Members can choose whether or not to appear in the list when they renew their membership each year.

Membership renewals are online or via a paper form. Subscriptions can be paid by Direct Debit, or renewed annually by cheque, electronic bank transfer or on-line via the GA website.

Direct Debit - members complete an online or paper form (as for new membership applications) plus a Direct Debit instruction for their bank/building society when they renew their subscriptions. Member details are updated on the [Membership database](#) and the forms are stored (following the [data security](#) procedures) until the member cancels the Direct Debit instruction.

Annual renewals - member details are updated on the [Membership database](#) and the forms are stored (following the [data security](#) procedures) until the April following the end of the membership year.

Field trip bookings - booking forms request members' contact details, and an emergency contact telephone number (including mobile telephones) for use during the field trip. Also, for international field trips the forms include passport details. The forms are held by the GA Office (following the [data security](#) procedures) and details are given to field trip leaders, who hold them securely. A list of members who took part in the field trip is kept for the GA historic record. The booking forms are held for 3 months after the field trip; then, they are securely destroyed.

Photographs at meetings - the official photographer always asks for permission before taking photos. Booking forms for all field trips and events include the statement :- We may take photographs.... If you do not wish to appear in any photos, please let the organiser know.

The GA Magazine and the Proceedings of the Geologists' Association are distributed by General Data Protection Regulations (GDPR) compliant companies.