



Geologists' Association

Burlington House, Piccadilly W1J ODU

Charity No. 233199

admin@geologistsassociation.org.uk

Personal Privacy Policy 2020

Personal Data and the Geologists' Association (GA)

An individual's personal data confidentiality is protected by the General Data Protection Regulations Act 25th May 2018 (GDPR) and the Privacy and Electronic Communications Regulations act 2016 (PECR). Personal information supplied by members to the GA will be kept on file and stored securely; these data will be deleted when they are no longer relevant. Paper copies of Membership Application forms and copies of past Rules and Lists of Members (which includes addresses) will be kept securely, for historical purposes.

Members

Membership Application, Membership Renewal and Gift Aid forms request Personal Data and the applicant's preferred means of communication.

Personal Data

Personal data include title, name, address, post-code, telephone number (optional) and e-mail address (optional). This information is required to provide the service that is expected by a GA member. These data are stored securely.

Accessibility

The GA will allow members' information to be used only by those working on their behalf and as required by law (eg HMRC for Gift Aid). The GA does and will **NOT** share members' information with other companies or charities for marketing purposes.

Members have the right to access a copy of the information the GA holds about them, via a *subject access request*, obtainable, subject to proof of identity, from the GA secretary: Burlington House, Piccadilly W1J ODU; or admin@geologistsassociation.org.uk.

Members have a right to object to the Information Commissioners Office (ICO) if they feel that the GA is not handling their data in a satisfactory manner.

Communication

The GA asks members to provide their formal consent to receive their communications electronically and / or by hard copy through the post.

The GA use's a member's personal data to send:

1. **The GA Magazine** – for hard copies, postal addresses are sent to the printer, for address labels, for each issue. The GA office will send an electronic link to those who wish to receive the electronic version of the Magazine.
2. **The Proceedings of the Geologists' Association (PGA)** - for hard copies, postal addresses are sent to the printer for the address labels. Members will receive a link for electronic copies.
3. **AGM** and **SGM** information will be sent electronically or by post, as members' choose (for paper copies, the address labels are created in the GA office).
4. **Subscription** information will be available electronically or by post. Members will be informed (by e-mail or post) when there is a change in subscription rates. Such changes will be on the GA website and in the September issue of the GA Magazine.

5. **Subscriptions via Direct Debit** – for members who pay subscriptions by Direct Debit, the GA will hold bank details for 7 years (or as required by law). The information is stored securely and deleted when a Direct Debit order is cancelled.
6. **Gift Aid** – personal details of members are sent to HMRC (title, name, address, postcode) to enable the GA to reclaim UK tax on subscriptions and donations made under Gift Aid. HMRC requires the GA to retain information about this declaration for seven years.
7. **GA news** - notices of the Festival of Geology, conferences, lectures, field trips, Earth Heritage Magazine, geological news and geologically interesting events will be circulated electronically to members who wish to receive communications by e-mail. These e-mails will not show recipients' addresses (at present "Mailchimp" is used).
8. **Payments by Members** (subscriptions, purchases) made on-line or through the GA credit card reader do not provide the GA with an individual's bank details.
9. **Payments to Members** are made electronically or by cheque, as members choose.

Note: With the exception of notices for General Meetings (AGM, SGM) members can opt out of any and all of GA communications at any time by contacting the GA secretary: Burlington House, Piccadilly W1J ODU; or admin@geologistsassociation.org.uk.

Website

The GA uses cookies on its website; the privacy protection outlined above applies to the website. Cookies store one's session data, with details such as username to identify a user session. These cookies expire after a pre-determined time and are not maintained. Members can accept or decline cookies by changing the settings in their inter-net browser. If cookies are disabled, some features of the website may be affected. For further information on how to disable cookies, please see this external third party website:

www.allaboutcookies.org/manage-cookies.

No personal financial data are stored on the GA web-site. All electronic transactions are handled off site using SSL high encrypted technology via the ShopIntegrator website: www.shopintegrator.com/feature/secure-ecommerce-pci-compliant-hosted-shopping-cart.html).

Data transmission over the inter-net is inherently insecure; the GA cannot guarantee the security of data. The website contains links to other websites. The GA is not responsible for the privacy policies or practices of third party websites. When members visit the GA website, certain information is collected that does not identify them personally, but provides the GA with "usage data" such as the number of visitors or the pages that are visited. These data help the GA to analyse and improve the usefulness of the information provided on the website.

Abbreviations:

GA: *Geologists' Association*
AGM: *Annual General Meeting*
SGM: *Special General Meeting*
HMRC: *Her Majesty's Revenue & Customs*

Approved by the Geologists' Association Council: February 2018, July 2020.

To be reviewed as required and certainly in 2021