

HIGHLAND GEOLOGICAL SOCIETY PRIVACY NOTICE MAY 2018

Introduction

The General Data Protection Regulation comes into force on 25th May 2018. It applies to all organisations which hold personal data about individuals, such as members' contact details. The Highland Geological Society does this, and so is required under the Regulation to explain to members what personal data is held and for what purposes, and what members' rights are in relation to this.

What personal data is held by the Society

The Society holds every member's contact details, ie name, postal address, telephone number and e-mail address. In addition it has a record of all members who have agreed to pay their subscription under the Gift Aid scheme or to whom library endorsement has been given.

How are these details held by the Society?

Members' contact details are securely held in a password-protected Gmail account, the password being known only to the Chair, the Secretary and the Treasurer. Membership records and accounts data are also held on a secure personal computer by the Treasurer, and again password-protected. In addition paper copies of all forms of application for membership are held securely by the Treasurer.

How long are the details held?

All accounting and Gift Aid records will be retained for six years. Other members' details may be retained for as long as may be required, generally for up to six years, but will normally be deleted when they are no longer relevant. Subject to any statutory requirements (eg in relation to the retention of Gift Aid records), a member has the right at any time to request that his or her personal data be deleted.

For what purposes are the details required?

Essentially, these details are required in order to manage the Society's activities and facilitate each member's continuing relationship with the Society. In particular, they are required to:

1. give confirmation of membership, issue reminders about renewal of membership and send out membership cards;
2. provide information about the Society's activities, including the winter lecture programme and summer excursions, or other relevant events;
3. make arrangements for members' participation in the activities of the Society;
4. manage risk and the safety of members participating in excursions;
5. recover tax on subscriptions paid by members under the Gift Aid scheme; and
6. respond to queries, observations, complaints or concerns raised by members.

Who has access to members' details?

The Chair, the Secretary and the Treasurer have access to the Society's Gmail account. In addition the Society's independent examiner has access to all the Society's records in order to carry out his examination of the Society's annual accounts.

When a member has indicated that he or she wishes to participate in a particular excursion, that member and other participants will be contacted to make the necessary arrangements. In the course of doing this, a member's contact details may be shared with the excursion leader and other participants (who may include non-members of the Society).

When a member pays his or her subscription under the Gift Aid scheme, his or her details must be passed to HMRC.

While it is most unlikely, it is also possible that the Society may be required to share a member's details with other statutory or regulatory authorities.

Members' personal data will not be used or distributed for other purposes than those specified in this privacy notice.

Accessibility

A member has the right to request access to his or her personal data held by the Society and to request that the Society corrects the data if it is inaccurate or incomplete. By the same token, if a member's personal data changes, he or she should advise the Treasurer accordingly.

The email addresses and telephone numbers of the Chair, Secretary and Treasurer are given in the membership card. Details of how the Society may otherwise be contacted may be found on the Society's website at <http://www.spanglefish.com/highlandgeologicalsociety/>.

If a member is dissatisfied with the Society's handling of his or her personal data, a complaint may be made to the Information Commissioner's Office at www.ico.org.uk