

## GENERAL DATA PROTECTION REGULATION

### MEMBERS' PRIVACY POLICY

#### YORKSHIRE GEOLOGICAL SOCIETY REGISTERED CHARITY NO. 220014

#### 1. Scope of this document

This document provides a statement of the Yorkshire Geological Society's (hereafter referred to as the 'Society') Privacy Policy for Members. It pertains to Personal Data owned by Members and provided to the Society for storage and processing to provide the services and benefits of membership and to administer subscriptions. A Website Privacy Policy for users of the Society's website and connected services can be consulted online at:

<http://www.yorksgeolsoc.org.uk/privacy.php> .

#### 2. Personal Data

Personal Data means any information relating to an identified or identifiable natural person. Confidentiality of your Personal Data is protected by the Data Protection Act and, from 25 May 2018, the General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679) and the Privacy and Electronic Communications Regulations 2016 (PECR).

#### 2. Data Controller

The Council of the Society is the data controller (contact details below). This means it decides with your consent how your Personal Data are processed and for what purposes.

#### 3. How do we process your Personal Data?

The Council of the Society complies with its obligations under the "GDPR" by keeping Personal Data up to date; by storing and erasing it securely; by not collecting or retaining data that are not necessary for Society business; by protecting your Personal Data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate procedures are in place to manage and backup Personal Data.

We use your Personal Data for the following purposes:

- to administer membership records;
- to collect and process subscriptions (including the processing of gift aid);
- to maintain our financial accounts and records;
- to provide news and information about events, activities and services at the Society;
- to fundraise and promote the interests of the Society;
- to manage employees, volunteers and contractors engaged by the Society at any time;
- to register attendance at meetings and field trips for insurance and safeguarding purposes;
- to enable the Society to provide voluntary services for the benefit of the public.

#### 4. What are the lawful bases for processing your Personal Data?

The Society processes your personal data to provide you with the services and benefits to which you are entitled as a member of the Society (the 'Contract', GDPR, Article 6, 1b) and for which you pay an annual subscription to the Society. The services and benefits of membership

are set out in the Rules of the Society <http://www.yorksgeolsoc.org.uk/EDITABLE/rules.pdf> and on the Society's membership webpage <http://www.yorksgeolsoc.org.uk/membership.php>.

When you renew your subscription each year you are giving us consent to use the contact information we have in your membership file to administer your membership of the Society and provide you with members' services and benefits.

Use of your Personal Data for any other purpose will require your specific consent (GDPR, Article 6, 1a). We shall explain that purpose to you when seeking that consent.

## 5. Sharing Personal Data

Your Personal Data will be treated as strictly confidential and will only be shared with other members of the Society with your consent and for purposes connected with Society business only. We will only share your data with third parties with your consent, or if required by law. The third parties who we currently share your data with are:

Organisation/Service	Data supplied	Purpose
The City Press Leeds Ltd. <a href="http://www.tcpleeds.com/contact-us/">http://www.tcpleeds.com/contact-us/</a>	Name, postal address, unique YGS membership number	Distribution of YGS Circular and other essential Society notices to members by post
The Geological Society Publishing House <a href="https://www.geolsoc.org.uk/contact">https://www.geolsoc.org.uk/contact</a>	Name, postal address, unique YGS membership number	Distribution of the <i>Proceedings of the Yorkshire Geological Society</i> to members by post and online via the Lyell Collection website
JISCMail <a href="http://www.jiscmail.ac.uk/about/whatisjiscmail.html">http://www.jiscmail.ac.uk/about/whatisjiscmail.html</a>	Name, email address	Inform members of Society news and events by email, members email discussion forum

## 6. How long do we keep data?

We shall retain your Personal Data on the following basis:

- Membership details and records of consents will be kept for 24 months after expiry of your membership, after which they shall be erased (but next clause below).
- If you authorise us to claim Gift Aid on your subscription, we are required to keep a record of your declaration and your name and contact details on file for a minimum of 6 years and provide details to HM Revenue and Customs on request.

- A skeletonised record of your Society membership will be kept indefinitely in the Society archives, consisting of: your full name, dates of membership, most recent post town of abode; Council positions held; Society Awards and Medals held.

You may request erasure of any or all of these data at any time (see section 7 below).

## **7. Your rights and your Personal Data**

Unless subject to an exemption under the GDPR, you have the following rights with respect to your Personal Data:

- To request a copy of the Personal Data that the Society holds about you (a Subject Access Request or 'SAR');
- To request that the Council of the Yorkshire Geological Society corrects any Personal Data if it is found to be inaccurate or out of date;
- To request that your Personal Data are erased where it is no longer necessary for the Society to retain such data;
- To opt out of any/all of our communications at any time;
- To withdraw your consent to the processing at any time;
- To request that the data controller provides you with your Personal Data and where possible, to transmit that data directly to another data controller;
- The right, where there is a dispute in relation to the accuracy or processing of your Personal Data, to request a restriction is placed on further processing;
- The right to object to the processing of Personal Data;
- The right to lodge a complaint with the Information Commissioners Office.

## **8. Further processing**

If we wish to use your Personal Data for a new purpose, not covered by this Privacy Policy, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

## **9. Contact Details**

To exercise all relevant rights, queries or complaints, please in the first instance contact: The General Secretary, Yorkshire Geological Society, 'Kimberley', Brigg Road, Brigg, North Lincolnshire DN20 8BU. Email: [secretary@yorksgeolsoc.org.uk](mailto:secretary@yorksgeolsoc.org.uk)

**WE WILL NOT DISCLOSE PERSONAL DATA TO ANY ENQUIRER WITHOUT SEEKING PROOF OF IDENTITY.**

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

**The Council of the Yorkshire Geological Society**

**Date: 01 May 2018**

**This policy will be reviewed not later than 1 January 2020.**