



HUDDERSFIELD GEOLOGY GROUP DATA PROTECTION & PRIVACY POLICY

Your Personal Data and HGG

Your confidentiality 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).

The law is aimed at protecting your personal data so HGG only request the data required to communicate with you. We need your written consent to communicate with you by post, email, phone and text.

The Secretary will act as the Data Protection Officer unless amended at an AGM.

Who will keep the data?

Any personal information supplied by you to HGG will be kept on file in an electronic and paper format. We will always store these personal details securely and delete them once they are no longer relevant.

The paper form will be held by the Secretary of Huddersfield Geology Group or another committee member in her absence. The electronic file will also be held by the Secretary and made available to committee members only for the purposes of running HGG and its events.

The data we hold will be used to send you notice of lectures, field trips, subscription information, geological news and geological events held by HGG and other geological organizations, your copy of Down To Earth Extra and AGM information. We will also use it to apply for Gift Aid.

We use your data / contact details to inform you of our activities which include events where there is a contribution to our subscriptions or occasionally additional costs such as entrance fees etc. These are Members Events and we do not view this as marketing or selling. We circulate publications to members from 3rd party commercial organisations such as Down to Earth Extra which includes advertising. Some members details will be held by those organisations (usually a committee member) for the purposes of contacting HGG and the relevant member will be aware that email details have been shared. Otherwise your details are not shared with any third party. You can opt out of such circulations.

Members

When you fill in Membership and/or Gift Aid form you are asked to provide HGG with some Personal Data.

We will also ask you to consent to which ways you wish HGG to communicate with you.

You have the right of access to a copy of the information HGG holds about you obtainable subject to proof of identity from HGG Secretary at secretary@huddersfieldgeology.org.uk

You can opt out of any/all of our communications at any time by contacting the HGG Secretary at secretary@huddersfieldgeology.org.uk

Each member is required to positively confirm that their information is correct by completing a membership form each year within 4 calendar months of the AGM..

Should any breach of data occur (eg theft, known hacking of computer information), then the Secretary must be informed and other members will be told as soon as possible. Should a data breach occur which is likely to result in a risk to the rights and freedoms of individuals then the ICO (Information Commissioner's Office) must be informed.

Approved by HGG Committee: May 2018