

# **Privacy Policy of the Cambridgeshire Geological Society (CGS)**

## **Personal Data and the CGS**

An individual's confidentiality is protected by the Data Protection Act and, from 25<sup>th</sup> May 2018, the General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679) and the Privacy and Electronic Communications Regulations 2016 (PECR). Personal information supplied by members, visitors and others contacting the Society will be kept on file and stored securely; these data will be deleted once they are no longer relevant or if the individual requests that they are deleted. Paper copies of Membership Application forms and copies of past Lists of Members (which includes addresses) will be kept securely, for historical purposes.

## **Members**

Membership Application (or Membership Renewal) and other related enquiry forms request some Personal Data and the applicant's preferred means of communication. The Personal Data collected from members include title, name, address, post-code, telephone number (optional), e-mail address (optional) as well as other relevant information. This information is required to provide the service that is expected by a CGS member. These data will be stored securely in protected files, accessed only by committee members of CGS.

## **Visitors to talks and those who make enquiries or have other contact with CGS**

Personal Data collected from visitors and others contacting the Society include title, name and, depending on the preferred method of contact, address, post-code, telephone number, email address and other relevant information. These data will be stored securely in protected files, accessed only by committee members of CGS.

## **Accessibility**

The CGS will only allow Personal data to be used by others who are working on behalf of CGS, or if required to do so by law. CGS will never share Personal Data with any companies or organisations for marketing purposes. Members, visitors and others who have provided Personal Data to CGS have the right to access a copy of the information the CGS holds about them (a subject access request) obtainable, subject to proof of identity, from the CGS by emailing [info@cambsgeology.org](mailto:info@cambsgeology.org).

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

## **Communication**

The CGS will send membership administration communications electronically if a member supplies their email address. If not, they will send them by hard copy through the post. These communications include:

1. Notices of subscription renewal
2. Notices concerning Society General meetings (AGM, EGM etc)

The CGS will ask members, visitors and others who make contact with the CGS to provide formal consent to receive other (general) communications electronically. These communications include:

1. Newsletters

2. Notification and reminders of Society talks and other meetings
3. Updates on projects and work being carried out by the CGS
4. Notices of any other event or news which CGS feels may be of interest to members, visitors and others CGS has contact with.

### **Permissions**

Members will be asked for permission to send them general communications electronically when they apply for membership (or as soon as possible thereafter if this was omitted when they applied). With the exception of notices for General Meetings (AGM, EGM) members can opt out of any/all of CGS communications at any time by emailing CGS on [info@cambsgeology.org](mailto:info@cambsgeology.org) or by giving written notification to the secretary at a Society meeting.

Visitors will be asked at the time of registering at an event. Enquirers and others who contact the CGS will be asked when they make initial contact (or as soon thereafter as possible). Permission will be reviewed on a regular basis and can be withdrawn at any time by contacting the CGS by email on [info@cambsgeology.org](mailto:info@cambsgeology.org).

### **Websites**

The CGS uses cookies on its websites and the same privacy protection outlined above applies to the websites. Cookies are used to store one's session data, with details such as username to identify a user session. These cookies are set to expire after a pre-determined time and are not maintained. Visitors to the websites can accept or decline cookies by changing the settings in their internet browser. If cookies are disabled, some features of the websites may be affected. For further information on how to disable cookies, please see this external third party website: [www.allaboutcookies.org/manage-cookies](http://www.allaboutcookies.org/manage-cookies).

Data transmission over the internet is inherently insecure, and the CGS cannot guarantee the security of data. The websites contain links to other websites. The CGS are not responsible for the privacy policies or practices of third party websites. When individuals visit the CGS websites, certain information is collected that does not identify them personally, but provides the CGS with "usage data" such as the number of visitors or what pages are visited most often. These data help to analyse and improve the usefulness of the information provided on the websites.

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