

Privacy Policy

The Committee of North Eastern Geological Society (NEGS) takes your privacy seriously. We are committed to protecting your privacy and preventing abuse of your personal information. This Privacy Policy explains what information we collect from or about you, why we collect it, how we will store it, how we will use it, whom we will share it with and when we will destroy it. It also explains how you can update any information about you that is incorrect.

What is personal information?

Personal information (or personal data) is any information relating to you. It includes data and other information in the possession of, or that could come into the possession of NEGS Secretary, Membership Secretary and Treasurer and/ or other Committee Members, which could be used to identify you.

The principles we apply

We will only collect and use your personal information where we have a lawful and legitimate basis to process your personal data. The lawful and legitimate basis is for the processing of financial transactions and maintaining accounts and to produce summary information for statistical, regulatory and audit purposes. We may use your data to inform you about events and activities being run by NEGS and other organisations, and to manage your involvement with any committees / sub groups you might join.

- We will only use your information for the legitimate purposes
- We will be clear and straightforward in our dealings with you.
- We will tell you how we will collect, store, use and share your information.
- We will limit the information we request and hold onto what is needed to administer the lawful and legitimate purposes outlined above.
- We will update our records if you tell us that your information has changed or is incorrect.
- From time to time, we will review the information we hold about you so that we do not keep it for longer than is necessary.
- When your data is no longer needed, we will ensure that it is securely disposed of.
- We will observe your rights under the DPA and GDPR and will respond quickly to any queries you have.
- You have the right to ask us to supply you with a copy of the data we hold on you.

Information that we collect from you

You may give us information about yourself when you filled in forms to join NEGS

The information you gave us may have included:

- your name and your contact details
- bank details
- Any information relevant to your attendance at lectures or field trips.

How we store your information

- We may store your personal information in paper files in locked drawers and cupboards and to which only authorised people have access.
- We may store your information electronically. Access is restricted to authorised users who require individual passwords to view or update information. These computer servers are protected against unauthorised access. We will use reasonable procedures and security measures to try to prevent unauthorised access, including firewalls, antivirus and anti-malware software.

How we will use information about you

- We may use the information we hold for any of the purposes shown below:
- We will use your information to process your membership payments
- To inform you about events and activities being run by NEGS and other organisations, and to manage your involvement with any committees / subgroups you might join.

Who we share your information with and why

- Third-party processors.
 - o The Committee may need to share your personal information with their legal advisers, if they need legal advice or clarification.
 - o HM Revenue & Customs, if required under legislation.
 - o our insurers, in the event of a claim being referred to them
 - o Any third party where you have given your direct consent.

How long we will keep your information

We will retain and process your personal information for as long as necessary to administer your membership (as mentioned above) up to 4 years after your membership has lapsed to resolve any queries and disputes.

Updating your personal information

If your personal information is wrong, we will work to update it quickly. We may ask you to verify your identity before we update it. If you need to update your personal information, see [How to Contact Us](#) at the end of this notice.

Access to Information

Under the Data Protection Act 1998 you are entitled to know what personal information we hold about you, the purpose for which we hold it and the identity of any person to with whom it has been

shared. You are also entitled to receive a copy. If you request a copy, this is known as a 'subject access request'. We aim to respond to any subject access request that you make within 30 days of receipt. Before we respond to a request we may ask you to provide proof of identity to ensure that you are the person, to whom the data relates and are entitled to a copy of it.

Other rights under the GDPR

Under the General Data Protection Regulations, which come in from 25 May 2018, and in some circumstances, you may also have the right to request that we:

- Erase your personal information,
- Restrict the processing of your personal information,
- That you receive your personal information in a portable format that can be read by other computers.

You can also object to the processing of your information. However, we cannot guarantee that past processing where consent has been previously given can be altered or erased.

Your Contact Information

We will use your contact information to keep you updated about events and activities being run by NEGS and other organisations.

We will not disclose your personal information to any other party or for any other reason, other than as set out above.

Data Protection Act 1998 and the General Data Protection Regulations

The Committee have obligations under the Data Protection Act 1998 (the DPA) and the new General Data Protection Regulations (the GDPR) from May 2018.

For the purposes of the DPA and the GDPR, your Committee Members are the 'data controller' and firms or individuals that process data on the Committee Members' behalf are the 'data processors'.

How to Contact Us

email: negsec@gmail.com

Or by using contact names /roles via <https://www.negs.org.uk/>