



## East Herts Geology Club Privacy Policy 2018

### Your personal data and EHGC

Your confidentiality is protected under 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). Any personal information supplied by you to EHGC will be kept on file. We will always store these personal details securely and delete them once they are no longer relevant, with the exception of consent removals. A skeletonised record of members names and addresses will be archived for historical purposes.

#### Members

When you fill in Membership Application forms you are asked to provide EHGC with some personal data. We will also ask you to consent to which ways you wish EHGC to communicate with you. You can opt out of any/all of our communications at any time by contacting the EHGC secretary by email to [dmpscotts@gmail.com](mailto:dmpscotts@gmail.com) or by post to **EHGC, 6 Scotts Road, Ware, SG12 9JG.**

We will use the data to provide the service that you expect as a result of your membership of EHGC and will communicate with you in the way(s) you have agreed to. The data we hold may be used to send you notice of lectures, field trips, subscription information, geological news and geological events held by EHGC and other related geological organisations, together with information regarding the EHGC Annual General Meeting.

EHGC will only allow your information to be used by others working on our behalf and will only share them if required to do so by law. We will never share your information with any companies or organisations for marketing purposes.

We do not use cookies on our website. When you visit our website, we may collect certain information which does not identify you personally, but provides us with “usage data” such as the number of visitors we receive or which pages are visited most frequently. This data helps us to analyse and improve the usefulness of the information we provide on our website.

You have the right of access to a copy of the information EHGC holds about you (via a subject access request) obtainable subject to proof of identity from the EHGC Secretary (addresses above).

This policy was approved by the EHGC committee: 26th March, 2018

Review date: EHGC AGM January 2021