



Privacy Policy

Personal Data and the South Wales Geologists' Association

An individual's confidentiality is protected by the Data Protection Act and, from 25th 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 to SWGA will be kept on file; these data will be deleted once they are no longer relevant. Lists of Members will be kept for historical purposes.

Members

Membership Application and Gift Aid forms request some personal data and the applicant's preferred means of communication.

Personal Data

These data include title, name, address, postcode, telephone number (optional), e-mail address (optional) and membership type. This information is required to provide the service that is expected by a SWGA member.

Accessibility

- The SWGA will allow members' information to be used only by the group and as required by law (e.g HMRC for Gift Aid). SWGA will not share members' information with other companies or charities.
- Members have the right to access a copy of the information SWGA holds about them (a subject access request) obtainable, subject to proof of identity, from the Membership Secretary membership@swga.org.uk
- Members have a right to object to the ICO (Information Commissioners Office) if they feel that SWGA is not handling their data in a satisfactory manner.

Communication

SWGA will ask members to provide their formal consent to receive their communications either electronically or by hard copy through the post.

We will use a member's personal data as follows:

1. **AGM** (and SGM) information will be sent electronically or by post, as members choose (note: the address labels, for paper copies, are created by the group officers).
2. **Newsletters** – for hard copies, postal addresses are used by the group officers who may create labels for each issue. SWGA will send an electronic copy to those who receive the Newsletter by e-mail.
3. **Subscription** - Members will be informed (by e-mail or post) when there is a change in subscription rates. These changes will also be in the Newsletter.
4. **Gift Aid** – personal details of members are sent to HMRC (title, name, address and postcode) to enable the SWGA to reclaim UK tax on subscriptions and donations made under Gift Aid. HMRC require SWGA to retain information about this declaration for seven years.
5. **Occasional items of interest** will be circulated electronically to members who wish to receive communications by e-mail.
6. **Attendance Records** – your name will be recorded on the attendance sheet for the AGM and included in the Minutes and these are kept as an historic record. The attendance sheet for field meetings is retained for seven years for insurance purposes.

Note: Members can change the format of any/all SWGA communications at any time by contacting the Membership Secretary at membership@swga.org.uk or by post at the address provided in the latest Newsletter.

Website

There are no cookies on the SWGA website. The website contains links to other websites and SWGA are not responsible for the privacy policies or practices of third party websites.

Abbreviations:

SWGA: *Geologists' Association -South Wales Group*
AGM: *Annual General Meeting*
SGM: *Special General Meeting*
HMRC: *Her Majesty's Revenue & Customs*