

## **GEOLOGICAL SOCIETY OF GLASGOW PRIVACY POLICY**

The Geological Society of Glasgow (“GSG”) is fully committed to protecting your privacy and to using technology that gives you a safe online experience.

This Statement of Privacy applies to the GSG generally and to its website (the “Website”) and governs data collection and usage. By using the Website, you consent to the data practices described in this statement.

### **Processing of your Personal Information**

GSG collects personally identifiable information including members’ names, addresses and email addresses and information relating to payment of subscriptions *for the purpose of correct administration of the business of GSG*. GSG will process this information fairly, lawfully and accurately, will keep it secure, and for no longer than is necessary, and will not transfer it to others without adequate protection. Information about non-members, such as field trip leaders and next of kin, or others who will provide support in case of emergency, will also be kept and destroyed when the purpose for keeping it has ended.

*The GSG officer responsible for carrying this out is the Honorary Secretary of the Society. His contact details are given on the Society’s website. Any person may request from the Honorary Secretary a copy of their personal information held by GSG at any time, require rectification of any incorrect information and require erasure of any information which is held contrary to law.*

*All those whose data is processed by GSG have a right to make a complaint to the Information Commissioner, 45 Melville Street, Edinburgh EH3 7HL.*

### **Use of your Personal Information**

GSG does not sell, rent or lease its members list to third parties. GSG may, from time to time, contact you on behalf of external business partners about a particular offering that may be of interest to you. In those cases, your unique personally identifiable information is not transferred to the third party. In addition, GSG may share data with trusted partners to help us perform statistical analysis, send you email or postal mail, provide customer support or arrange for deliveries. All such third parties are prohibited from using your personal information except to provide these services to GSG, and they are required to maintain the confidentiality of your information.

GSG tracks the pages that users of the Website visit within the Website.

GSG will disclose your personal information, without notice, only if required to do so by law or in the good faith belief that such action is necessary to: (a) conform to the edicts of the law or comply with legal process served on GSG; (b) protect and defend the rights or property of GSG; and, (c) act under exigent circumstances to protect the personal safety of users of the Website, or the public.

## **Website Collection of your Personal Information**

GSG also collects anonymous demographic information, which is not unique to you.

There is also information about your computer hardware and software that is automatically collected by the Website. This information can include your IP address, browser type, domain names, access times and referring website addresses. This information is used by GSG for the operation of the Website, to maintain quality of the service, and to provide general statistics regarding use of the Website.

Please keep in mind that if you directly disclose personally identifiable information or personally sensitive data through the Website, this information may be collected and used by others although GSG does make endeavours to ensure your personally identifiable data is not intercepted.

GSG encourages you to review the privacy statements of websites you choose to link to from the Website so that you can understand how those websites collect, use and share your information. GSG is not responsible for the privacy policies or other content on third party websites.

## **Changes to this Privacy Policy**

GSG will occasionally update this Privacy Policy. GSG encourages you to periodically review this Privacy Policy to be informed of how GSG is protecting your information.

## **Contact Information**

GSG welcomes your comments regarding this Privacy Policy. If you believe that GSG has not adhered to this Privacy Policy, please contact GSG. We will use commercially reasonable efforts to promptly determine and remedy the problem.