

BUCKS GEOLOGY GROUP: Privacy Policy

The Bucks Geology Group is committed to protecting the privacy of its members and the information they provide. For this reason, we are guided by the principles of the Data Protection Act 2018 (the UK's implementation of the EU's General Data Protection Regulation) in the ways in which we collect, store and use member's information.

The information we collect from members is clearly laid out on the Group's membership application form.

Permission for the Group to use this information to communicate with and deliver the benefits of Group membership is given by members when they submit their completed application form to the Group's membership secretary.

Members' information is stored and used for the following purposes only

- to confirm individual or family membership status
- to send annual membership renewal reminders
- to circulate the Group's newsletter
- to communicate important Group announcements
- to communicate information relating to Group events, including AGMs
- to communicate information relating to selected events and projects organised by neighbouring and allied groups and organisations deemed to be of interest to members

The information stored by the Group will be based on that provided at the point of first joining the Group. This information will be updated when

- members notify the Group of any changes to their details or
- in response to information received from '*changes to personal details*' requests as part of the annual membership renewal process

Access to members' information is limited to the Group's Secretary, Membership Secretary and Treasurer.

The Group will not share members' information with any other individuals, either within or outside of the Group, or with any other organisations.

Members' information will be securely stored in a password protected database managed by the officers listed above.

Should any data breach occur, we will inform members as soon as possible, and no longer than 72 hours after the first alert.

Members' information will be deleted

- as and when requested by a member or
- six weeks after the second membership renewal reminder if no information to the contrary is received

Any suggested changes in the way members' information is collected, stored or used going forward will be announced ahead of the Group's Annual General Meetings at which members will have an opportunity to express their views before any final decision is made.

Members can also raise any concerns relating to how the Group collect, store and use their information with the Group's Secretary at any time.

For more information or to discuss further

Contact Mike Palmer, Secretary, Bucks Geology Group at mpalmer@discoverbucksmuseum.org or

Visit Gov UK website at www.gov.uk/data-protection