



## Ussher Society Privacy Policy

The Ussher Society is a small regional group, whose primary aim is the intellectual pursuit of geological knowledge with regards the South West region of the UK. With this in mind the society's main activities include the holding of an annual scientific conference and the subsequent publication and distribution of a literature journal (Geoscience in South West England - GiSWE) to a paid membership.

In order to for the societies activities to run smoothly and for the society to meet its objections, laid out above, there is a need to ask, collect, store and manage appropriately the possession of personal information.

With this in mind the following is our privacy policy to apply with the General Data Protection Regulation (GDPR).

### Ussher Society Privacy Commitment

As a society the Ussher Society agrees at all times to process all personal data lawfully, fairly and in a transparent manner.

The Ussher society will solely handle and use personal information for which we have received consented of use. We will not pass on or sell your information to other organisations or third parties

### Accountability principles relating to processing of personal data

In order to comply with the accountability principles laid out in Article 5(2), here detailed are the core principles relating to processing of personal data to which the Ussher Society will adhere. Personal data shall be:

- (a) processed lawfully, fairly and in a transparent manner in relation to the data subject ('lawfulness, fairness and transparency');
- (b) collected for specified, explicit and legitimate purposes (Listed below) and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes e.g. statistical purposes shall, in accordance with Article 89(1), not be considered to be incompatible with the initial purposes ('purpose limitation');
- (c) adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed ('data minimisation');
- (d) accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay ('accuracy');
- (e) kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed;
- (f) processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss,

destruction or damage, using appropriate technical or organisational measures ('integrity and confidentiality').

### **Intended purposes for processing member personal data**

The GDPR places emphasis on being accountable for and transparent about our lawful basis for data processing. As such the following section will lay out the purposes for why the Ussher Society will hold and use personal data and the lawful basis under which we do in line with Article 6 of the GDPR.

### **Purposes for processing member personal data**

- 1) Personal information is required in order to send out society news in the produced newsletter which appears 3 times a year and sent to current members.
- 2) Personal information is required in order to send out society news with regards the society's annual scientific conference, informing members of the venue, calling for abstracts and talks, informing of field trips and listing a final conference agenda.
- 3) Personal information is required in order to send out annual society membership forms and provides the opportunity to ensure membership details are up to date and current.
- 4) Personal information is required to contact those who have agreed to be GiSWE submitted content reviewers.
- 5) Personal information is required to contact members about regional activities outside of those mentioned in the newsletter.

### **The lawful basis by which the Ussher society will hold and use personal data**

In order to achieve the above stated purposes, , The lawful basis under Article 6 of the GDPR by which the Ussher society will hold and use personal data is covered by:

**Consent:** the data subject has given consent to the processing of his or her personal data for one or more specific purposes

The Ussher Society will ask for genuine consent, giving members and those whom it concerns real choice and control, before we use personal information for the above purposes

### **Who has access to held society personal data**

Only those who hold a society office position listed below will have a valid reason to hold, access, manage and use personal information in the procession of the Ussher society.

Society office positions include:

- Chairman
- Vice-Chairman
- Secretary
- Treasurer
- GiSWE Editor

In addition to this there may be due call for the assigned conference organiser access and user personal information relating only those attending the scientific meeting that year.

## **Rights of those whose personal information we hold**

**If your personal data is held and used by the Ussher Society you have several rights:**

- 1) Individuals are entitled to have personal data rectified if it is inaccurate or incomplete. All requests for personal data rectification will be compiled with within 1month of receipt.
- 2) Individuals have the right to access their personal data and supplementary information. If at any time you would like to a record of the personal data that is kept by the society then a formal request should be made to: [secretary@ussher.org.uk](mailto:secretary@ussher.org.uk) . Your request will be dealt with within 1month of receipt. During processing of the request, the individual's personal information will be temporarily restricted and not used until the information is once again correct.
- 3) Individuals are entitled to have personal data remove in part or delete completely upon request. If at any time you would like your personal information removed in part or deleted entirely by the society then a formal request should be made to: [secretary@ussher.org.uk](mailto:secretary@ussher.org.uk) . Your request will be dealt with within 1month of receipt. During processing of the request, the individual's personal information will be temporarily restricted and not used until the information is once again up-to-date.
- 4) Individuals are entitled to data portability (to move, copy or transfer personal data easily from one IT environment to another in a safe and secure way, without hindrance to usability). This however only applies when data processing is carried out by automated means. As the Ussher Society does no employ automated means by which to manager and organise personal information, the right is not provided.
- 5) Individuals have the right to 'object' if you feel the Ussher society has inadvertently used held information for inappropriate:
  - a) processing based on legitimate interests or the performance of a task in the public interest/exercise of official authority (including profiling);
  - b) direct marketing
  - c) processing for purposes of statistics research

If at any time you feel the society has acted inappropriately please make a formal complaint to [secretary@ussher.org.uk](mailto:secretary@ussher.org.uk) . Your request will be dealt with within 1month of receipt.

\*No automated processing of personal data is employed or used by the Ussher Society

## **Security of personal information**

The GDPR requires personal data to be handled and managed in a manner that ensures its security. This includes protection against unauthorised or unlawful processing and against accidental loss, destruction or damage.

The GDPR introduces a duty on the Ussher Society to report personal data breaches to the relevant supervisory authority (Information Commissioners Office – ICO) within 72 hours of becoming aware of the breach, where feasible.

The Ussher Society agrees to abide by the GDPR requirements in order to keep those whose data we hold safe, secure and informed.