

**Privacy Notice**

Data Controller – Royal Geological Society of Cornwall

Contact Details regarding Data Protection Enquiries:

Beatrice Kerno, RGSC, An Velyn Seaureaugh, St Stithians, Truro TR3 7DL

This Policy explains how we collect, use and store your information. We understand how important it is to keep your information secure and will ensure we meet all data protection legal requirements when handling any of your personal information.

Your privacy is important to us which is why we want to inform you on our updated Privacy Notice.

**Who is the controller of your personal data?**

The charity Royal Geological Society of Cornwall (Charity Number **213501)** is the controller of the personal data you submit to us and is responsible for your personal data under applicable data protection law.

**Where do we store your data?**

We store the data that we collect from you within the European Economic Area (“EEA”) but may also be transferred to and processed in a country outside of the EEA. Some cloud based companies we use for processing data are based in the US. Any such transfer of your personal data will be carried out in compliance with applicable laws.

For transfers outside the EEA, RGSC will use Standard Contractual Clauses and Shields as safeguards for countries without adequacy decisions from the European Commission.

**Who can access your data?**

We never pass on, sell or swap your data to third parties. Your data is processed by the Membership Secretary and the Secretary.

**Why do we use your personal data?**

We will use your personal data to create and manage your membership and to give you a personalised and relevant experience.

We will use it to alert you to urgent information regarding field trips such as last-minute cancellations or venue change.

We will also use your personal data for invitations for events and meetings.

**What types of personal data do we collect?**

We will process the following categories of personal data that you submit to us when you sign up for RGSC Membership

\* identification data such as e-mail address

\* contact information such as name, postal code, e-mail address

\* telephone number (if you choose to provide it to us)

\* address (if you choose to provide it to us)

\* records of phone and email correspondence

\* bank details

**What is the legal ground to process your personal data?**

The processing of your personal data is necessary to fulfil the service of the RGSC membership which is a contract.

Collecting your personal data when creating and managing your membership is required to fulfil our commitments according to the membership agreement.

**If you don’t submit your personal data we won’t be able to provide you with services of the RGSC** **membership.**

The processing of any complaint or feedback is based on RGSC’s legitimate interest

**How long do we save your data?**

We will keep your data for as long as you are an active member. We will save complaints data for 2 years.

**Your right to object to processing based on legitimate interest:**

You have the right to object to the processing of your personal data that is based on RGSC’s legitimate interest. We will not continue to process the personal data unless we can demonstrate a legitimate ground for the process which overrides your interest and rights or due to legal claims.

**How long do we keep your data?**

You have the right to terminate your membership at any time. If you choose to do so your membership will cease to exist.

We will keep your data for up to one year after you have had an active membership. You can request your personal data to be deleted at any time after membership has been terminated.

**We will keep your personal data if there are any legal requirements and if there is an open dispute.**

**Your Rights**

As an individual whose personal data is processed by RGSC you have the following rights:

**Right to access:**

You have the right to request information about the personal data we hold on you at any time. You can contact RGSC by emailing **Beatrice** Kerno who will advise what information we need from you and how you can make the request.

**Right to portability:**

Whenever RGSC processes your personal data, by automated means based on your consent or based on an agreement, you have the right to get a copy of your data transferred to you or to another party. This only includes the personal data you have submitted to us.

**Right to rectification**:

You have the right to request rectification of your personal data if the information is incorrect, including the right to have incomplete personal data completed.

**Right to erasure:**

You have the right to erase any personal data processed by RGSC at any time except for the following situations:

\*you have an ongoing matter with us

\*you have an unsettled debt with RGSC, regardless of the payment method

\*if you have made any purchase, we will keep your personal data in connection to your transaction for book-keeping purposes

**Your right to object to processing based on legitimate interest:**

You have the right to object to processing of your personal data that is based on RGSC’s legitimate interest. RGSC will not continue to process the personal data unless we can demonstrate legitimate grounds for the process which overrides your interest and rights or due to legal claims.

**Right to restriction:**

You have the right to request that RGSC restricts the process of your personal data under the following circumstances:

\* if you object to a processing based on RGSC’s legitimate interest, RGSC shall restrict all processing of such data pending the verification of the legitimate interest.

\* if you have claim that your personal data is incorrect, RGSC must restrict all processing of such data pending the verification of the accuracy of the personal data.

\* if the processing is unlawful you can oppose the erasure of personal data and instead request the restriction of the use of your personal data instead.

\* if RGSC no longer needs the personal data but it is required by you to defend legal claims.

**How can you exercise your rights?**

We take data protection very seriously. Please contact Beatrice Kerno whose contact information is detailed at the beginning of this document.

**Right to complain with a supervisory authority:**

If you consider RGSC to have processed your personal data in an incorrect way you can contact us. You also have the right to raise a complaint to a supervisory authority. You can read more about these rights here – <https://ico.org.uk/for-the-public/is-my-information-being-handled-correctly/>