**BELFAST GEOLOGISTS’ SOCIETY**

**GDPR STATEMENT**

BGS is committed to protecting your personal information.

**Data we hold:**

Name, address, telephone number, e-mail address – this is information you provided when you registered to become a member of the BGS. These records are held by the Secretary and Treasurer of the Belfast Geologists Society and are stored securely on password protected computers. All records are updated annually at subscription renewal and where an individual does not renew, their details are removed.

We record the names of attendees at each lecture or field trip (for insurance and health and safety purposes).

We may also hold images of you which have been taken at events you may have attended, or which we have used in our publications, on social media (Facebook, Twitter, Instagram) or on our website. We will ask permission to take photographs at events / field trips / lectures and only photographs taken by our designated photographer on the day will be used for promotional purposes. We cannot control what photographs are taken by other attendees, however if you are unhappy to have your photograph taken please let that individual know. *We ask that all members be respectful of others privacy*.

We do not hold all of this information for each individual and you may ask to see what information we hold at any point or ask us to delete any of the data we hold on you.

**How we use your data:**

Your data is used to correspond with you, predominantly via e-mail, to inform you of events (lectures, field trips etc.) being held by the Society and occasionally to share articles or interesting news, information on courses / events or other items that we feel may be of interest to you.

We do not share your data except for attendance at events (field trips) where we may need to share your name with the organiser for the purposes of gaining access to a particular site e.g. a business such as a quarry, or for health and safety reasons.

We may take photographs or video at events you attend which will be used for news articles, website, and social media.

**What to do now:**

You do not have to take any further action unless you no longer wish to hear from us in which case you may write to the Secretary (belfastgeologists@live.co.uk) and ask for your information to be removed from our records. Please note that this will mean that you will no longer receive any information from us in the future e.g. notification of events, lectures, field trips etc.

v1 August 2018