

Scottish Geology Trust (SGT) Privacy Notice for Members and Volunteers

The Scottish Geology Trust (Scottish Charity # SC049775) needs to process various types of personal data about its Members. Data Protection Law requires that we notify you about how we use your data. This Privacy Notice explains how we collect, store, and use personal data about individuals who become a member of SGT. This privacy notice applies to SGT's members and volunteers. We have separate privacy notices for the [general public](#), trustees, and staff.

For these purposes, SGT is the Data Controller. SGT is based in Scotland, the United Kingdom.

What personal data might we need to process?

- Name
- Address
- Email address
- Meeting attendance
- On-record opinions shared in meetings
- Opinions shared during email discussions
- Your experience, skills, and interests
- Records of actions, behaviours, and status relevant to SGT's business and governance activities
- Records of any donations or payments that you make to us
- Banking details
- Photographs containing your image
- Other information that you might provide voluntarily, e.g. for newsletters.

Why do we need this data?

- SGT is a SCIO, meaning we have a legal obligation to maintain a Members Register. This includes the name and address of all members.
- As a member of a SCIO, you have a responsibility to act in the best interests of the charity (Scottish Geology Trust) to the best of your ability, and so we need to be aware if your actions pose a risk to SGT and its interests.
- We need your contact details to keep in touch with you about our activities, including notifying you of member meetings and other events where you, as a member, are expected to engage with SGT's governance.
- Recording meeting attendance, discussions, and actions is good governance practice. We may also need to cross-reference meeting attendance lists with our members register to ensure meetings are quorate.
- If you express an interest in volunteering with SGT, we may discuss your skills and experience within SGT and with relevant stakeholders and project partners, to find the most suitable and mutually rewarding role for you.
- We need to document any donations you make as part of our financial accounts.
- We may need to analyse the donations we receive to look for trends that might help our fundraising efforts.
- If you incur (pre-approved) expenses during your volunteer activities, we will need your bank details to reimburse you.
- We may use photographs from events that you have attended to promote our work.

Where do we get your data?

- Directly from yourself
- Indirectly from yourself via our service providers:
 - WebCollect
 - Paypal
 - GoCardless
- We may sometimes make a note of or discuss information that you have made public, e.g. on social media, that we happen to come across. We only do this if it is relevant to SGT and we have a legitimate interest in doing so.
- Occasionally, we may collect information about certain supporters (e.g. particularly well known or influential people) from public sources. This could include public databases (such as Companies House), news or other media. We don't do this to everyone, and it is the exception not the rule.

We do not buy data from third parties or engage in automated or systematic data gathering.

What will we do with the data?

In addition to the examples described above:

- We use WebCollect to compile your contact data.
- We will send you relevant emails about the governance and management of SGT work via WebCollect. If you wish to receive updates and information about our activities and campaigns, please [sign up to our mailing list](#).
- As a member of a SCIO, you have a responsibility to act in the best interests of the charity (Scottish Geology Trust); if you behave in a way that poses a risk to SGT, we may document the relevant behaviour / actions and use them when making decisions about how to mitigate that risk.
- If you express an interest in volunteering or becoming more involved with one of our campaigns, we will add your name to a relevant contact list.
- For the most part, the data will be stored as necessary, as part of SGT's documentation.
 - Your contact details will be stored in the Members Register, in addition to WebCollect.
 - Any opinions and actions relevant to SGT business that you share with us may be included as part of appropriate email and real-time discussions.
- We may compare the Members Register with other sources of data, such as event registers, donors, or social media followers, to ascertain how many of our audience and supporters are members.
- If you object to our processing your data, we may hold your name and relevant contact details in a register to allow us to comply with your request.
- Many trustees and volunteers use personal email addresses for SGT business, or access their SGT email via an academic or a personal email account. This means that emails are held by providers such as universities, and also webmail providers such as Gmail. Data may thus be stored on servers outside of the UK and the EU. That means any personal data you send over email to an SGT representative might be transferred out of the UK and could be stored on servers in the USA. (Note that, if your own email is a free, personal webmail account, such as Gmail, Hotmail, yahoo, etc, then your data is already stored in such a way via your own email account).

Will we share the data?

The data may be used within SGT, including trustees, volunteers, contracted staff, and project partners or stakeholders. With the exception of photographs taken in public spaces, we will only share data outwith these groups with your permission or if the law requires us to do so. Specific examples of how we might share your data include:

- SGT members may request a copy of the Members Register, which contains your name and contact details. If the member making the request is not a trustee, we will redact your contact details and only supply your name.
- If you have offered to volunteer with SGT, we may share your email address with other stakeholders if it is appropriate to facilitate SGT business and furthering our charitable aims.
- If you provide your bank details for payment we will share them with SGT's banking provider (Triodos) to enable payment.
- Our constitution states that we must share our meeting minutes if requested by a member of the public. In the unlikely event that your information has been recorded in meeting minutes that are requested by a member of the public, we might have a legal obligation to share them. We will redact any information we consider sensitive.

SGT will NOT sell your data. SGT will not share any of your data outside of SGT unless it is for networking purposes that are consistent with SGT's charitable aims AND we either have your express permission to do so, or we have reasonable reason to believe you would not object to the sharing.

How we store the data

- Data may be stored digitally in the relevant register files, held by SGT's Secretary.
- Data may be stored digitally as part of meeting minutes.
- Individuals may print and store hard copies of digital files.
- Data may be stored digitally in email chains.
 - Email addresses and data discussed in email conversations will be stored on the email servers of all the recipients. As SGT is a small, volunteer-led charity, where volunteers use their personal email addresses, this may involve your data being included in emails that are not stored on servers within the UK or European Economic Area, and the data may be stored in countries with low data protection standards.
- Meeting minutes will be stored on SGT's cloud storage provider, which may involve data being transferred out of the UK. Any meeting minutes that contain personal data will be assessed and sensitive information redacted, or the file password protected, as appropriate.

How long will we hold this data for?

- Your address will be held on the Members Register while you remain a Member.
- Your name will remain on the Members Register for at least 6 years after you cease to be a member.
- If you volunteer with SGT, the contents of any email discussions that you are involved with as a volunteer, including your email address, may be retained in email chains for up to 6 years, in line with SGT's data processing and retention policy.

- Banking details will be retained in the banking app for at least 6 years after the most recent payment.
- Approved minutes of meetings become official records and are legally required to be retained for at least 10 years, and sometimes the lifetime of the charity.

Our legal basis for using the data

- Much of the data we collect and store in documentation is on a **legal basis**, to comply with our legal obligations.
- As you are a member, we send you messages about SGT's governance and management on a **contractual** basis.
- We may also use your data on a **consent basis**, where you have given us consent to do so.
- Often, we may have a **legitimate interest** for processing your data, such as using opinions you have shared to stimulate discussion to facilitate SGT business, or using event photographs that may feature you as promotional materials.

Your rights

You have the right to:

- Be **informed** about how we process your data.
- Make a reasonable request for **access** to data that we hold.
- **Restrict** or **object** to the processing of your data in some situations – e.g. request that we make reasonable effort to ensure photos containing you are not used for promotion.
- **Correct** any inaccurate data we hold about you.
- Have the data we hold about you **erased** in certain conditions, such as if we used the data for a legitimate interest which is no longer relevant.

If you would like more information, or to object to or restrict any processing of your personal data, please contact secretary@scottishgeologytrust.org, who will forward your query to the most appropriate person to discuss this.