

Scottish Geology Trust (SGT) Privacy Notice for Trustees

The Scottish Geology Trust (Scottish Charity # SC049775) needs to process various types of personal data about its Trustees. 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 working with SGT as a Trustee. This is a privacy notice that applies to trustees. We have separate privacy notices for the [general public](#), members and volunteers, 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
- Any officer positions held and appointment dates
- Potential conflicts of interest
- 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
- Banking details
- Your photograph
- Other information that you might provide voluntarily, e.g. for newsletters.

Why do we need this data?

- We have a legal obligation to maintain the Trustee Register
- We need trustee contact details and opinions to facilitate Board business and communication and implement SGT's charitable aims.
- Recording meeting attendance and actions is good governance practice. Approved records of meetings become official records and are legally required to be retained for the lifetime of the charity.
- Certain information may be necessary to document while complying with the Constitution.
- We might need your banking details to pay expenses you incur or for services you provide.
- We want to present SGT as an open and approachable organisation by sharing information about our staff and trustees.

Where do we get your data?

- Directly from yourself
- Information that you have made public, e.g. on social media, that we happen to come across.
- In some situations we may need to consult public registers to check your eligibility as a trustee.

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

What will we do with the data?

- For the most part, the data will be stored as necessary, as part of SGT's documentation.
- Email addresses will be shared with the rest of the Board (and potentially volunteers and stakeholders, where appropriate) and added to relevant committee mailing lists.
- Your opinions and actions relevant to SGT business will be shared as part of appropriate email and real-time discussions and used in SGT's decision making.
- Many trustees and volunteers use personal email addresses for SGT business, or access their SGT email via a personal webmail account. This means that emails are held by providers such as Gmail and data may 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 will be used within SGT, including trustees, volunteers, contracted staff, project partners and stakeholders. With the exception of photographs taken in public spaces, we will only share data outwith these groups without your permission if the law requires us to do so. Specific examples of how we might share your data include:

- The Trustee Register, which contains name, contact details, and any officer positions held, needs to be shared with OSCR.
- If somebody makes a reasonable request for a copy of the Trustee Register, we are legally obliged to provide this within 28 days. We can redact contact details if we believe releasing the contact details poses a security or safety risk.
- Our constitution states that we must share our meeting minutes if requested by a member of the public. If 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.
- We may share your email address with other stakeholders if it is appropriate to facilitate SGT business and furthering our charitable aims. SGT email addresses are available for your use.
- If you give us permission, we might share timely personal information with our contacts, such as part of the "meet the trustees" section of the newsletter, or to celebrate achievements. Note that once the information has been published, we cannot retract it and you therefore cannot withdraw your consent.
- If you give us permission, we will share your photograph and biographical information that you provide on our website. You can withdraw consent for us to share this information, but note that, once it is published on the internet, we lose some control over who can access and store the information.
- If you provide your bank details for payment we will share them with SGT's banking provider to enable payment.

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.

- Data may be stored digitally in email chains.
- Individuals may print and store hard copies of digital files.
- Banking details may be stored digitally in emails and expenses forms, and held by SGT's bank.
- Your email address and any personal information shared over email will be stored by the email servers of all recipients of the email. This may include servers outside the UK or EEA that have lesser data protection laws.
- TBC The above listed files may be stored on SGT's Dropbox account, which involves data storage on servers outside of the UK and EEA. Such files will be password protected to prevent unauthorised access.

How long will we hold this data for?

- Name and officer positions, will be retained as part of the Trustee Register for 6 years from the date you ceased to be a Trustee.
- Your address will be held on the trustee register while you remain a trustee.
- Your relevant business and financial interests will remain on the conflict of interest register for 6 years after the interest ceases to be a potential conflict of interest (either because you are no longer a trustee, or because your interest has changed); if these interests are recording in meeting minutes they will be retained permanently.
- Any other personal data recorded in meeting minutes and other official documents will be held permanently / for the lifetime of the charity.
- The contents of any emails (e.g. email addresses that you used carrying out SGT business and any opinions or personal data you shared over email) that are relevant to SGT business may be retained 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.

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.
- 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.

Your rights

You have the right to:

1. Be **informed** about how we process your data
2. Request **access** to data that we hold.
3. **Restrict** the processing of your data in some situations – e.g. request that your contact details are not shared outwith SGT unless we have a legal obligation to do so.
4. Correct any inaccurate data we hold about you.

For more details, please see SGT's Data Protection Handbook, SGT's data processing assessment, or contact the Executive Committee.