

**The British Society for Geomorphology's
General Data Protection Regulation (GDPR) Guidance Document
May 2018**

On 25 May 2018, data protection rules are changing from the current 1998 Data Protection Act to the EU General Data Protection Regulation (GDPR). Under these revised regulations, the British Society for Geomorphology (BSG) is a controller and a processor of personal data. The BSG recognises it is privilege to collect personal data of its members and it maintains strict access protocols. A key objective of the GDPR legislation is transparency around the collection and use of personal data. This document has been prepared to make clear that the BSG is in compliance with the revised GDPR legislation and to explain to BSG members the justification for holding and using personal data, what personal data is collected and stored by the Society, how it is used and by whom and how it is kept secure.

Justification

The **Trustees** of the BSG have a series of duties they must conduct in accordance with the Constitution. As such, the **Trustees** must utilise personal data of members to fulfil and advance the mission of the Society. Secondly, according to the Constitution of the BSG, **members** have various rights, including -- but not limited to -- voting on Society matters, attending meetings, being nominated for Committee positions and/or awards and applying for grants. Selected personal data is required for the Society to enable these rights to be actioned. On both counts, it is thus in the legitimate interest of the Society as defined by Article 6(1) of the EU GDPR legislation to collect and store these personal data.

What personal data of BSG members does the Society collect?

Personal data is "any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier" (Information Commissioner's Office). On behalf of the BSG, the Trustees collect, store and analyse personal data of its members. The BSG **requires** all members to register with us their **first and last names and email addresses** such that the Trustees can carry out their duties and members are able to perform those actions to which they are entitled. Members who indicate they are eligible and willing for Gift Aid to be reclaimed **must** provide their **home address** for HMRC to verify eligibility.

Additional personal data that may be supplied by members voluntarily is appended in **Appendix 1.1**. This information is requested for the sole purpose of tracking and evaluating the demographic of its membership and for communication of Society business. Specific uses of these data are listed in **Appendix 1.2**. Boxes requesting optional and mandatory personal details are clearly displayed during the registration process and on online profiles.

How is your data used and by whom

The **Executive Committee** of the **BSG** will have access to personal information supplied by individual members to conduct their duties under the constitution of the society. Personal data are used to evaluate the demographic, invite members to events and annual conference, maintain contact with members and administer direct benefits for the Membership, such as grants and awards.

Personal data are not used for any other purpose and are not shared with any other organisation for any purpose.

Members who pay their dues via direct debit are required to input mandatory personal data when setting up the transfer. This is wholly and solely administered by a third party: **Go Cardless Ltd**, who have their own procedures in place to ensure compliance. The Honorary Treasurer and Administrative Assistant are granted access to this system.

Members who indicate they are eligible and willing for Gift Aid to be reclaimed agree to provide their home address to ensure the government can process legitimate gift aid claims. The Honorary Treasurer and Administrative Assistant only maintain this database.

We recognise members may choose to discontinue their membership. In such instances, the personal data of members with *Expired* status will be subject to a two-year moratorium. It is in the legitimate interest of the Society to maintain knowledge of those members who have discontinued membership. After the two-year period, the online account linked to that individual will be permanently deleted and personal details removed from local databases.

Only the following individuals (two specific members of the Executive Committee who are also Trustees of the Society, the Administrative Assistant and Web Officer(s)) have access to the online personal database:

- Honorary Treasurer (currently Dr Julian Leyland, University of Southampton)
- Membership Secretary (currently Dr Daniel Schillereff, King's College London)
- Administrative Assistant (currently Ms Katie Leach, University of Sussex)
- Web Officers (currently Dr David Graham, University of Loughborough, and Dr Andrew Stimson, University of Manchester)

The web developers (**Hydrant Digital Agency**) also maintain access to all components of the website and have appropriate procedures in place to ensure GDPR compliance.

In order to fulfil their duties, the **Membership Secretary** alone has permission to download the personal details of the membership and store in an encrypted local drive. The **Membership Secretary** also acts as the **data protection liaison** for the BSG.

The Executive Committee positions each have term limits (usually 3 years). After a period of one year following the end of their respective terms of office, authorisation of the above designated individuals to access personal data stored online will be removed and local data will be deleted. The individuals concerned are required to provide written confirmation to the Membership Secretary that these steps have been followed.

It may occasionally be necessary for the **Membership Secretary** to share personal details with selected other Trustees (for example, the President or Chair). This will only occur under special circumstances where there is a clear need to fulfil their duties. Data will be transmitted using encrypted emails. To ensure traceability, an encrypted database will be maintained by the **Membership Secretary** that records which Trustees have a copy of the database, when this transfer occurred and confirmation in due course that all data have been deleted. Where a member of the Executive Committee leaves their role, access to members' personal data will be continued for a period of one year to enable initiatives in the legitimate interest of the

Society and its members to be completed. It is the responsibility of each Trustee/Executive Committee member to ensure any locally-stored, encrypted data is deleted when their term comes to an end. They are required to email the **Membership Secretary** to confirm this action has been carried out. It is the duty of the **Membership Secretary** to monitor this timetable and ensure access is removed.

What can you do as a BSG member?

BSG members can, at any time, view and edit the personal details supplied to the BSG by accessing their online profile. As outlined above, **name** and **email address** are the sole required pieces of information but note that additional and optional demographic information is valuable to the Society.

BSG members can, at any time, request their personal data be removed from our records. They should email the **Membership Secretary**. Should the member wish to remain enrolled in the BSG, the member agrees that their **name and email address** be kept on record but all optional personal information will be permanently removed.

Appendix 1.1

Additional personal data that may be supplied by members voluntarily include:

- Gender
- Occupation
- Place of employment
- Phone number
- Home address (**required for Gift Aid**)
- Social media handles

Appendix 1.2

Additional personal data supplied voluntarily will be used for the following purposes:

- Efficient communication of Society business to members, including inviting members to events and the annual conference
- Tracking and evaluating the demographic of its membership, in particular gender balance and diversity
- Monitoring efforts by the Society to ensure it reflects geomorphologists of all backgrounds and allow strategies to be developed to redress imbalances if present
- Administering grants and awards. This includes communication of award and written report deadlines.