



Manchester Geological Association PRIVACY POLICY

1) Policy scope

This policy outlines how the Manchester Geological Association treats members' privacy rights. It sets out the basis on which personal data about members is collected and used.

Personal information is information that could identify or is related to the identity of an individual. In relation to the MGA website, the policy applies to both the members of the MGA and visitors to the site.

In this Privacy Policy, the words personal data are used to describe information that is about, and which identifies members.

This Policy describes:

- a. Who is responsible for the personal data collected about members.
- b. The personal data collected about members.
- c. How it is used.
- d. Who it may be disclosed to; and
- e. Members' rights and choices in relation to their personal data.

2) Who is responsible for the personal data that we collect?

We (The MGA) are the data controller for the purposes of data protection law, in respect of your personal data collected and used by us.

3) What personal data do we hold about you?

a) Collection and use

The collection and use of personal data is for the purpose of communicating with the membership. Information that you provide to us / we collect from you may include the following:

Type of Personal Data	Examples
General	
Contact information	On becoming a member of the MGA you will be asked to provide certain information. This includes: <ul style="list-style-type: none"> • your name • home address • email address • telephone number
Marketing	
	We do not collect data for marketing purposes.
Other	
Online activity information (to the extent that it constitutes personal data)	We use session cookies and collect anonymised data about how many clicks a page receives (we use a plugin called Jetpack). We do not collect any personal data and we have no control over 3rd party trackers.

This information may be provided:

- a. in the course of communications between you and us (including by phone, email or otherwise).



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- b. when you provide personal data via our websites or using other systems which we provide to you.
- c. via our social media pages, other social media content, tools and applications.

b) Information about third parties

In the course of the MGA communicating with you, you may provide us with personal data relating to third parties.

c) Consent and third parties

We will use this personal data in accordance with this Privacy Policy. If you are providing personal data to us relating to a third party, you confirm that you have the consent of the third party to share such personal data with us and that you have made the information in this Privacy Policy available to the third party.

d) How do we use the personal data we collect about you?

The MGA use your personal data for a variety of different purposes during the course of providing services to you. The purposes for which we use your personal data are set out below. Under data protection law, we can only use your personal data if we have a legal basis to do so. Examples of where we have a legal basis to process your personal data, includes when:

- a. we have your consent.
- b. it is necessary to enter into or perform a contract we have with you (or to take steps at your request prior to entering into that contract).
- c. it is necessary to comply with a legal obligation; or
- d. it is in our legitimate interests to process your personal data.

e) Legal Basis

The MGA has set out our reasons for using your personal data in the table below under the heading Legal Basis. Where we rely on our legitimate interests, we have set out those interests in the table below.

Purpose	Legal Basis
To set up and manage your membership	<i>Contract, Legitimate Interests</i>
To administer, plan and manage the MGA	<i>Legitimate interests</i>
To monitor, develop and improve the provision of MGA activities.	<i>Legitimate interests</i>
To communicate with you about the MGA products, services, activities and events	<i>Contract, Legitimate interests</i>
To communicate with you about products, services, activities and events relating to earth sciences	<i>Contract, Legitimate interests</i>
To deliver publications including Down to Earth	<i>Contract, Legitimate interests</i>
To comply with any legal or regulatory obligations (including in connection with a court order)	<i>Legal obligation</i>
To enforce or apply the agreements concerning you (including agreements between you and us).	<i>Contract, Legitimate interests</i>
To manage any issues, complaints, feedback and enquiries.	<i>Consent, Contract</i>

f) Automated processing



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We do not use your personal data to make any automated decisions that might affect you.

g) Who may we disclose your Personal data to?

We do not share your personal data without your prior consent.

h) Where will we transfer your personal data?

We do not transfer your personal data outside of the MGA.

i) How long will we keep your personal data?

We will keep your personal data for different periods depending on the nature of the information, the purpose for which it was collected, any legal obligation and/or business reason to retain.

Please note that the above retention period may be extended where we need to preserve and use personal data for the purposes of bringing or defending a legal claim. In such cases, we will continue to hold and process your personal data for as long as is necessary to deal with the legal proceedings.

j) Your rights

You have certain rights with respect to your personal data. The rights will only apply in certain circumstances and are subject to certain exemptions. Please see the table below for a summary of your rights. Details of who to contact to exercise these rights can be found in paragraph 14.

Summary of your rights	
Right of access to your personal data	You have the right to receive a copy of your personal data that we hold about you and information about how we use it, subject to certain exemptions.
Right to rectify your personal data	<p>You have the right to ask us to correct your personal data that we hold where it is incorrect or incomplete.</p> <p>To ensure the information we hold is accurate and up to date, members need to inform the MGA as to any changes to their personal information info@manchestergeology.org.uk</p> <p>On an annual basis you will have the opportunity to update your information, as required, via the membership renewal process.</p> <p>We will usually respond within one month of the request being made.</p>



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Right to erasure of your personal data	<p>You have the right to ask that your personal data be deleted in certain circumstances. For example:</p> <ul style="list-style-type: none">• where your personal data is no longer necessary in relation to the purposes for which it was collected or otherwise used.• if you withdraw your consent and there is no other legal ground for which we rely on for the continued use of your personal data.• if you object to the use of your personal data (as set out below).• if we have used your personal data unlawfully; or• if your personal data needs to be erased to comply with a legal obligation.
Right to restrict the use of your personal data	<p>You have the right to suspend our use of your personal data in certain circumstances. For example:</p> <ul style="list-style-type: none">• where you think your personal data is inaccurate but only for so long as is required for us to verify the accuracy of your personal data.• the use of your personal data is unlawful, and you oppose the erasure of your personal data and request that it is suspended instead.• we no longer need your personal data, but your personal data is required by you for the establishment, exercise or defence of legal claims; or• you have objected to the use of your personal data, and we are verifying whether our grounds for the use of your personal data override your objection.
Right to data portability	<p>You have the right to obtain your personal data in a structured, commonly used and machine-readable format and for it to be transferred to another organisation, where it is technically feasible.</p> <p>The right only applies:</p> <ul style="list-style-type: none">• to personal data you provided to us.• where we rely on the following legal bases:<ul style="list-style-type: none">• consent; or• for the performance of a contract; and <p>when the use of your personal data is carried out by automated (i.e. electronic) means.</p>
Right to object to the use of your personal data	<p>You have the right to object to the use of your personal data in certain circumstances and subject to certain exemptions. For example:</p> <ul style="list-style-type: none">• where you have grounds relating to your particular situation and we use your personal data for our legitimate interests (or those of a third party).• if you object to the use of your personal data for direct marketing purposes; and• where we use your personal data to take a decision which is based solely on automated processing where that decision produces a legal effect or otherwise significantly affects you.
Right to withdraw consent	<p>You have the right to withdraw your consent at any time where we rely on consent to use your personal data.</p>



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Right to complain to the relevant data protection authority	You have the right to complain to the relevant data protection authority, which is in the case of us, the Information Commissioner's Office (ICO), where you think we have not used your personal data in accordance with data protection law. The ICO's contact details are: <i>Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF</i>
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k) Third party links

Our website may include links to third-party websites, plug-ins and applications. Clicking on those links or enabling those connections may allow third parties to collect or share data about you. We do not control these third-party websites and are not responsible for how they handle your personal data. When you leave our website, we encourage you to read the privacy notice of every website you visit.

l) Cookies

The MGA website does not use any 3rd party trackers and the only cookies used are those that are essential to the site (ie remembering the last page) - and these expire after 24 hours. We use session cookies and collect anonymised data about how many clicks a page receives (we use a plugin called Jetpack). We do not collect any personal data and we have no control over 3rd party trackers

m) Changes to our privacy policy

This Privacy Policy is available on the MGA website. This policy may change from time to time. Members will be informed via the newsletter policies and procedures.

4) Queries

If you have any questions regarding this Privacy Policy or the way we use your personal data, please contact us at info@manchestergeology.org.uk

The MGA Privacy Policy		
Draft	Issued to the committee for comment	17 th August 2025
Final Draft	Issued for committee meeting Sept 27th 2025	
Version 1	Approved for issue	27/09/2025