

Galloway Forest Astronomical Society (GFAS): GDPR Privacy Notice – GFAS Members

This privacy notice tells you about the information we collect from you when you become a member of GFAS. In collecting this information, we are acting as a data controller and, by law, we are required to provide you with information about us, about why and how we use your data, and about the rights you have over your data.

Who are we?

We are Galloway Forest Astronomical Society, a charity registered in Scotland with Charity Number SC035033. You can contact us by email at members@gf-astro.org, or by telephoning or writing to the secretary, Dr D Snell, 5 Elm Grove, Newton Stewart, DG8 6JT, Tel. 01671 403441.

Any enquiries about our use of your personal data should be addressed to the contact details above.

What personal data do we collect?

When you become a member of GFAS, we ask you for your full name, date of birth, postal address, email address, telephone number(s) and Protecting Vulnerable Groups (PVG) registration number if you have one.

Why do we collect this information?

We will use your information to 1) contact you about society events and meetings, 2) to send you from time to time information relating to astronomy and the Galloway Forest Dark Sky Park, 3) to send you our periodical newsletters, 4) to advise you of any changes to your membership conditions and 5) to invite you to attend the society's Annual General Meeting. Communication from the society will normally be by email. We will only use your telephone number(s) to contact you in the event of a meeting cancellation or other urgent necessity. We will only use your date of birth to check whether or not you are eligible for junior membership of GFAS. We will only use your PVG registration number if you volunteer to take charge of a group of children or vulnerable adults.

We require this information to keep our register of members up-to-date so as to meet the registration requirements of the Office of the Scottish Charities Register (OSCR) and to give funding bodies accurate information on our membership.

What do we do with your information?

Your information is stored in a database of member records held in a password-protected computer at the secretary's address. Paper records are filed in a locked filing cabinet at that address.

We will not share any of your data with third parties without your prior permission. If we seek your permission to share any of your data we will tell you who we want to share the data with, what data we want to share, and why we want to share it.

How long do we keep your information for?

We will keep your information while you remain a member of GFAS and for one year thereafter in the event that your membership should lapse, or until you tell us that you want your personal data to be removed from our database. Your personal information will then be deleted.

Your rights over your information

By law, you can ask us what information we hold about you, and you can ask us to correct it if it is inaccurate. You can also ask us to give you a copy of the information and to stop using your information for a period of time if you believe we are not doing so lawfully. To submit a request by email, post or telephone, please use the contact information provided above.

Your right to complain

If you have a complaint about our use of your information, you can contact the Information Commissioner's Office via their website at www.ico.org.uk/concerns