

This Privacy Policy contains important information on the personal information we collect, store and use. Information is protected by a strict security code, and is not disclosed to anyone, other than as set out in this Privacy Policy.

Collection, Storage and Use of Personal Information

If You Are a Member of the RSGS

We collect, store and use Member information, including information about your relationships with the RSGS (eg, membership type).

Member information may be:

- collected from you directly, from someone acting on your behalf, or from publicly-available information;
- combined with other information available to the RSGS.

Member information may be stored:

- in electronic files which are held on a secure network;
- in paper files which are stored in a secure building.

We will use Member information to:

- process your Membership subscription (after which we will destroy our copy of your bank or credit card payment details) and send you a Membership card;
- provide you with information about RSGS activities, including details of our annual public talks programme, copies of our quarterly magazine, occasional marketing or fundraising appeals, and a summary of our annual accounts;
- help us to respond to any of your queries;
- manage our relationship with you; and
- if and only if you provide us with an email address, send you regular electronic newsletters and occasional email updates about RSGS activities.

We may also use Member information for internal operational requirements of the RSGS, including, for example, product or service development, and analysis of Membership trends.

We will not share Member information with third parties, but we may transfer and disclose it to data processors working on our behalf. For example:

- Routledge, Taylor and Francis Group, publishers of the *Scottish Geographical Journal (SGJ)*, if and only if you choose
 1. to receive hard copies of the *SGJ*, in which case we will send your name and postal address only; and/or
 2. to gain access to the *SGJ* online archive, in which case we will send your name and email address only.

If You Are Not a Member of the RSGS

We may collect, store and use Contact information, including information about your relationships with the RSGS.

Contact information may be:

- collected from you directly, from someone acting on your behalf, or from publicly-available information;
- combined with other information available to the RSGS.

Contact information may be stored:

- in electronic files which are held on a secure network;
- in paper files which are stored in a secure building.

We may use Contact information to:

- provide you with information about RSGS activities, including details of our annual public talks programme, copies of our quarterly magazine, and occasional marketing or fundraising appeals;
- help us to respond to any of your queries;
- manage our relationship with you; and
- if and only if you provide us with an email address, send you regular electronic newsletters and occasional email updates about RSGS activities.

We may also use Contact information for internal operational requirements of the RSGS, including, for example, product or service development.

We will not share Contact information with third parties, but we may transfer and disclose it to data processors working on our behalf

Retention of Your Information

We will keep your information for as long as you have a relationship with us. If and when the relationship ends, we will keep such information as we may need for our legitimate purposes; for example, we are required to retain all financial transaction records for seven years (but we destroy bank and credit card details as soon as payments are processed).

We may retain limited Membership information in order to help us to analyse and understand Membership patterns, and to help us in our responsibility to maintain the continuity of our historical archive, which dates back to 1884.

Accessing and Controlling Your Information

You can make a written request for a copy of the personal records we hold about you; the current fee is £10 per request for each Membership or Contact. You can ask us to delete the information we hold about you. You should tell us if you change your mind about any of the options to which you have opted in.