



## General Data Protection Regulation

### Privacy Notice for Members – effective 1st December 2021

#### 1) What We Need

The London Petrophysical Society (the LPS) will be a “controller” of the personal information that you provide to us. When you register as a member of the LPS, we will ask for the following personal information:

- Contact details – name, employment status (name of company or university), address, membership of the SPWLA, email address.

#### 2) Why We Need Your Personal Information - Contractual Purposes

The LPS needs to collect our members’ personal information so that we can manage your membership. We will use our members’ personal information to:

- Provide you with core member services, such as notification of seminars, evening meetings and to be enabled to vote electronically. These services include but are not limited to notifications via third party applications. For example, these could include seminar registration using providers such as Eventbrite or membership sign ups using Formsite.
- Send you membership communications by email in relation to essential membership services, including but not limited to membership renewals.
- If you do not provide us with all the personal information that we request, then this may affect our ability to offer the above membership services and benefits.

#### 3) Why We Need Your Personal Information – Legitimate Purposes

The LPS also processes our members’ personal information to meet our purpose, specifically to:

- Fulfil our charitable aims; The purpose of the LPS is to promote for the public benefit education and knowledge in the scientific and technical aspects of formation evaluation.
- Develop and maintain our members’ knowledge in the scientific and technical aspects of formation evaluation, including sending email communications to members to inform you of upcoming seminars and evening meetings.
- Respond to and communicate with members regarding your questions, comments and support your needs.
- Where we process your personal information in pursuit of our legitimate interests, you have the right to object to us using your personal information for the above purposes. If you wish to object to any of the above processing, please contact the VP Membership. The current holder of this role is available at; <http://lps.org.uk/about-lps/contacting-lps/>. If we agree and comply with your objection, this may affect our ability to undertake the tasks above for the benefit of you as a member.



#### **4) Other Uses of your Personal Information**

We may ask you if we can process your personal information for additional purposes. Where we do so, we will provide you with an additional privacy notice with information on how we will use your information for these other uses.

#### **5) Who We Share Your Personal Information With**

We may be required to share personal information with statutory or regulatory authorities and organisations to comply with statutory obligations. If we do share personal information with external third parties, we will only share such personal information strictly required for the specific purposes.

We may also need to share and receive some personal information with the Society of Petrophysicists and Well Log Analysts (the SPWLA) as required by our charter with them. Data shall only be transferred if both the following conditions are met:

- The LPS will follow the conditions set out in Chapter V of the GDPR.
- The SPWLA shall confirm in writing to the LPS they acknowledge the GDPR applies to this data and the personal data shall be provided with adequate safeguards. The SPWLA shall confirm individuals' rights will be enforceable and effective legal remedies for individuals shall be available following the transfer.

#### **6) How We Protect Your Personal Information**

Your personal information shall be principally stored in an encrypted manner on the electronic filing system of the VP Membership. Where membership information is collected via a third-party application, such as Formsite, it shall be password protected. Membership data shall only be retained on the third-party application for as long as required to fulfil the membership requirements. Membership data shall be deleted from third party applications routinely as defined by the VP Membership role. Where this information is required to be shared within the LPS to provide the core services and communications described above it will remain encrypted and follow the "LPS-Data and Email Security Procedures".

#### **7) How Long We Keep Your Personal Information**

The LPS shall keep your personal information for a maximum term of six (6) years from the year of registration to provide you with membership services. After 5 years, the LPS will contact you to renew for a further five (5) year term, unless you choose to opt out. Members can choose to opt out at any time during the membership term. If you do not renew your membership term you will continue to receive email communication until the end of March of the subsequent membership year, after which your personal information shall be removed from our records. The LPS may retain pseudonymised membership data of previous members to allow us to better fulfil our charitable aims.



## 8) Your Rights

You can exercise any of the following rights by contacting the VP Membership. Your rights in relation to your personal information are:

- You have a right to request access to the personal information that we hold about you by making a “subject access request”.
- If you believe that any of your personal information is inaccurate or incomplete, you have a right to request that we correct or complete your personal information.
- You have the “right to be forgotten”. If you wish us to delete your personal information, you may request that we do so.
- You have a right to request that we restrict the processing of your personal information for specific purposes. Any requests received by the LPS shall be considered under the data protection legislation current at that time. If you remain dissatisfied, you have a right to raise a complaint with the Information Commissioner’s Office at [www.ico.org.uk](http://www.ico.org.uk)