

INTERNATIONAL GLACIOLOGICAL SOCIETY

PRIVACY POLICY



This page sets out the details of the International Glaciological Society's privacy policy in relation to personal information collected about you.

1. WHO WE ARE

We are the International Glaciological Society (IGS) and we are a registered charity (Charity No. 231043).

2. WHAT INFORMATION DO WE COLLECT ABOUT YOU?

We collect personal information that you may volunteer for the following activities:

- ❄ registering your details on our website;
- ❄ joining the IGS;
- ❄ registering your interest to attend forthcoming symposia;
- ❄ registering to attend symposia and inclusion of your contact details in our participant lists in hard copy and digital form;
- ❄ as part of our abstract submission system;
- ❄ joining our social media networks (Instagram, LinkedIn, Facebook and Twitter);
- ❄ orders for publications and merchandise;
- ❄ receipt of our newsletters both online and hard copy form; and,
- ❄ surveys on the work of the IGS.

Personal information that we collect may include: first/fore name, surname/family name, title (including job title and position), date of birth, affiliation (department and institute), country of residence, email address and phone number (land and mobile).

We will also collect and hold information disclosed by you when making an enquiry or using our services. This may include: current and historic membership types, current and historic subscriptions, social media names, records of where you have indicated you are interested in attending our events, your history of attending our events/symposia, your fields of interest, your branch membership, your committee and council memberships (past and present), your history as an author in our publications, dietary and access preferences or requirements for our events, gender where relevant for room sharing at our events, details of correspondence sent to you, or received from you and any other information provided by you at the request of the IGS.

When we ask you to provide your personal information we will let you know why we are asking, and how we will use your data, by directing you towards this Policy.

3. WHAT WE DO WITH YOUR INFORMATION

Depending on your relationship with the IGS and the preferences you have indicated, the personal information that we hold may be used by us for the following purposes:

- ❄ To send you promotional, marketing or fundraising information by electronic means. These types of communications may include:
 - ❄ Informing you of other products related to the IGS such as events and merchandise
 - ❄ News and updates about the IGS such as e-bulletins
 - ❄ Other relevant communications based on your relationship with the IGS
 - ❄ Data screening and cleansing, to check if we have accurate contact details for you.
 - ❄ To send you surveys on the work of the IGS
 - ❄ To notify you regarding the membership renewal process.
- ❄ Tools may be used to monitor the effectiveness of our communications with you, including email tracking, which records when an e-bulletin from us is opened and/or how many links are clicked within the message. The data from this tracking is generally used in an aggregated and anonymised form.

You can opt out of any/all communications at any point simply by emailing us at igsoc@igsoc.org.

There are some communications that we are required to send regardless of your contact preferences. These are essential communications, deemed necessary to fulfil our contractual obligations to you and necessary for the exercise of the IGS's charitable objects). These would include communications like membership renewal reminders (both in hard copy and by email), newsletters, notices regarding forthcoming events and symposia, newsletters and thank you emails/letters.

4. LENGTH OF STORAGE OF YOUR INFORMATION

We will normally store your information for at least five years following the last recorded interaction between us.

5. SHARING YOUR INFORMATION

The IGS will not disclose personal data to any third parties or external organisations, other than data processors carrying out work on our behalf. Examples of such data processors would be printers and mailing houses for sending Annals of Glaciology, Journal of Glaciology, our newsletter ICE and providers distributing bulk emails. Any such companies are acting as approved data processors for the IGS and we retain full responsibility for your personal data. Data processors will act only on our instructions.

The personal information you provide through our website is processed in the United Kingdom. The data that we collect from you may be transferred to, and stored at, a

destination outside the European Economic Area ("EEA"), but only for the purposes as described in this Privacy Policy. It may also be processed by staff (see disclosure section below) operating outside the EEA who work on our behalf or for one of our suppliers. All of these third parties act on our behalf and are contractually obligated to not collect, use or disclose the personal information for any purpose other than to perform such functions on our behalf or to provide services to us or as otherwise required by law. We take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this privacy policy and under applicable data protection legislation.

Your personal data will **never** be sold or passed to any third party for any other purpose.

The personal contact details you give us when attending an event may be shared with other delegates at the event and the local organising committee, but only with your permission **at the point of booking**.

6. HOW WE KEEP YOUR INFORMATION SECURE

All our employees and data processors, who have access to, and are associated with processing of personal data, are legally obliged to respect the confidentiality of any personal data provided and held in our digital and hard copy records.

All information you provide to us is stored on our secure servers. Where we have given you (or where you have chosen) a password which enables you to access certain parts of our website, you are responsible for keeping this password confidential. We ask you not to share your password with anyone.

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our website; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

7. HOW TO ACCESS THE DATA WE HOLD ABOUT YOU, INCLUDING CORRECTION OF DATA

You can ask us if we are keeping any personal data about you and you can also request to receive a copy of that personal data – this is called a ‘Subject Access Request’. To make a Subject Access Request you will need to provide adequate proof of identity, such as a copy of your passport, birth certificate or driving licence, before your request can be processed. Please try to be as clear as possible about the information you are seeking. Once we have received your Subject Access Request and proof of identity, you will receive a response from us within one month and you will be able to obtain details of any personal information we hold about you. Exemptions to disclosure may apply in some circumstances. Subject Access Requests should be sent to: The Secretary General, International Glaciological Society, High Cross, Madingley Road, Cambridge CB3 0ET or emailed to igsoc@igsoc.org. At any time you may request that we delete or correct

your personal information. If you wish to correct any personal information held by the IGS simply contact us by email: igsoc@igsoc.org or telephone +44(0)1223 355974.

8. COOKIES

In order to make the IGS website easier to use and improve our service, we sometimes place small amounts of information on your computer. These are known as cookies and they are used by most major websites. By continuing to browse our website, you are agreeing to our use of cookies.

A cookie is a small file sent to your browser and stored on the hard drive of your computer (or internet enabled device) if you agree.

Cookies do lots of different jobs, like letting you navigate between pages efficiently, remembering your preferences, and generally improve the user experience. You can block cookies by activating the setting on your browser that allows you to refuse the setting of all or some cookies. However, if you use your browser settings to block all cookies (including essential cookies) you may not be able to access all or parts of our website.

For more information about cookies, including how to refuse cookies, please visit www.allaboutcookies.org.

9. CHANGES TO OUR PRIVACY POLICY

We regularly review our Privacy Policy, and may make changes time to time. Any changes made will be posted to this page, and will apply from the time we post them. This Privacy Policy was last amended on 15 March 2018.

10. HOW TO CONTACT US

If you have any comments on our Privacy Policy, or information we hold about you please contact us at: igsoc@igsoc.org.

www.igsoc.org

The International Glaciological Society was founded in 1936 to provide a focus for individuals interested in practical and wscientific aspects of snow and ice.