

Privacy Policy

Introduction

Personal data is any information about any individual which can identify them such as their name, postal address, email address and telephone number.

Protecting your personal data is extremely important to The Hydrographic Society UK (hereinafter also the Society, we, us and our). We aim to only collect data which we need to deliver membership and/or the other products and services offered by the Society. What information we collect depends on the reason for processing (using) it. We will not sell or share your data with any other organisation, except when legally obliged to.

You have the right to access, update or amend your personal data held by the Society at any time. In some circumstances, you also have the right to object, request that we delete or restrict processing, to withdraw consent for your data to be stored and processed and to data portability. However, you should be aware that deletion or restricted processing of certain data may prevent the Society from delivering even the most fundamental benefits of membership and/or some of its other services.

This document sets out how we collect, use and protect your personal information in accordance with the [General Data Protection Regulation](#) (GDPR). It will be subject to change in the future. The most recent version can be found at www.ths.org.uk.

Who can you contact?

If you require any additional information about our data protection practices or your information rights, or you have any questions or concerns regarding our processing your personal data, please contact our:

Operations & Publications Manager by email to gdpr@ths.org.uk, telephone +44 (0)1752 223512 or by writing to The Hydrographic Society UK, PO Box 103, Plymouth, PL4 7YP, United Kingdom.

What personal data do we collect, why and what is the lawful basis?

Almost all of the personal data we process is supplied to us by the individual to whom it applies.

We only store and use personal data for the reason(s) we originally collected it and in ways you would reasonably expect us to. Namely, to provide services, products or information you have requested, for administration of those purposes or for future business planning (so that we can continue to provide you with those services and products).

We will never sell your details to third parties. If, other by being required by law, we share your data with anyone else (e.g. an external processor or another member) we will either ask for your permission first or it will be clearly stated as part of the service you have requested.

The personal data we collect and process may relate to Individual Members or key personnel within Corporate Member organisations, non-members who regularly attend events within one or more of the Society's Regions, delegates attending past or future seminars, conferences and other events organised by the Society, e-Bulletin subscribers, non-member subscribers to *Soundings*, e-Message service users (including those wishing to be notified when new vacancies are advertised on the Society's website), advertisers, employees, Directors, Trustees, Board members and other Officers of the Society and its Regions, those who follow, post to or interact with our social media account(s) and other relevant group of members or contacts.

It is important that the personal data we hold about you is accurate and current. Throughout our relationship with you, please contact us whenever you need to change any of this information.

Individual members

Data pertaining to Individual Members of the Society is initially collected as part of the membership application process in accordance with the GDPR provision of *legitimate interests*. The Society only collects the basic information required to administer their membership, and provide the associated benefits (e.g. communication of information including mailing copies of *Soundings*, subscription renewals, verifying membership categories and discounts for conference delegate registrations and participation in AGMs).

Members may also provide additional optional information which assists the Society to tailor its services to the current membership. For example, to identify widely held topics of interest which might be suitable themes for papers in

Soundings or seminars, or to monitor the membership demographics for a specific Region (or the Society as a whole) for purposes such as utilising the most age-appropriate communication methods, selection of meeting venues or the establishment of new Regions.

Individual Members are sent a copy of their own personal data profile along with their annual subscription renewal notice. This enables them to update, amend or delete any of the data processed by the Society. On request, members are also able to update, amend or delete data at any other stage throughout the year.

Data routinely collected from Individual Members (including Retired and Student/Graduate) comprises:

- full name
- membership number
- category of membership
- choice of Regional affiliation
- qualifications and professional affiliations
- correspondence address
- telephone number(s)
- email address(es)

Optionally, members may also provide their:

- demographic information such as, but not limited to, nationality, date of birth and areas of interest and expertise
- employer/company details and job title

Members are also offered the opportunity to opt in/out of inclusion in a mailing list which may, from time-to-time, be used to communicate relevant marketing material from Corporate Members of the Society. Members may change their mind at any time and withdraw consent to being processed on this list, either by 'unsubscribing' from the list themselves or by contacting gdpr@ths.org.uk.

Officers of the Society's active Regions have restricted access to some of this data relating only to those members who have opted to affiliate themselves to that Region. Information forwarded to the Regions is limited to the member's full name, category of membership, email address and, on occasion their employer/company name and/or postcode. This information is primarily used to communicate with members about events and activities taking place within that Region. The demographic data may also be used to assist in the selection of suitable meeting venues or other similar planning and decision-making.

Key personnel within Corporate Members

As part of the application process, Corporate Members are asked to provide very limited personal details relating to a few key personnel under the GDPR provision of *legitimate interests*. In each case, only the first name and surname of these individuals is requested, along with their business telephone number and email address. The Society collects and uses this information to assist with effective administration of their membership (e.g. ensuring that communications and subscription renewals are addressed to the most appropriate person or verifying correct representation at AGMs).

Members may opt to omit key personnel data if they prefer but it may impact on the Society's ability to administer their membership and/or deliver some or all of the membership benefits.

Corporate Members are sent a copy of their membership data profile along with their annual subscription renewal notice. This enables them to update, amend or delete any of the data processed by the Society. On request, they may also update, amend and delete data at any other stage throughout the year.

Personal data collected from Corporate Members (including Associate Corporate) comprises:

- full name, telephone number and email address of preferred contact for general communications
- full name of subscription renewal addressee
- full name of person authorised to vote on behalf of the organisation's behalf at the Society's AGM
- full names, telephone numbers and email addresses of the Personnel Manager, Marketing Manager, Technical Manager and Chief Executive (or equivalent roles)

Regional mailing lists

Under the GDPR provision of *legitimate interests*, a restricted subset of the data pertaining to Individual Members and Corporate Member contacts who have opted to affiliate themselves to one of the Society's Regions may be held and used by the (voluntary) Officers of that Region. This information may include the member's full name, category of membership, email address and, on occasion their employer/company and/or postcode.

This information is primarily used as the basis of the Regional mailing list, in order to inform members about local events and activities. The demographic data may also be used to assist in the selection of suitable meeting venues or other similar planning and decision-making processes.

In addition, under the GDPR provision of *consent*, non-members and members primarily affiliated to other Regions may also opt to be added to one or more Regional mailing lists. In so doing, they consent to the Officers of that Region collecting their full name, email address and, on occasion, their employer/company.

Individuals have the right to request that their data be updated or deleted at any time. They should do so by contacting the Region directly, using the relevant email address found at www.ths.org.uk ▶ [Regions](#) or, depending on the Region, it may be possible to 'unsubscribe' from a list directly using a link in a previously received communication. If an individual has any concerns about updating or deleting their data held on a Regional mailing list, they may also contact gdpr@ths.org.uk.

e-Bulletin subscribers

In accordance with the GDPR provision of *consent*, the first names, surnames and email addresses of individuals who have registered to receive the Society's free e-Bulletins are captured within the content management software used to generate and distribute these newsletters.

All members were offered the opportunity to opt-in to the e-Bulletin service prior to its launch. Since then, all new members and non-members have been able to register via a link on the Society's website.

All recipients must manage their own subscriptions. They may delete themselves from the distribution list altogether clicking on the 'unsubscribe' link in the bottom right corner of any previous issue. To amend their receiving email address, they must unsubscribe their old address and then re-register with their new email address using the link at www.ths.org.uk.

Non-member *Soundings* subscribers

In accordance with the GDPR provision of *legitimate interests*, data pertaining to non-member *Soundings* subscribers is collected during the annual application/subscription renewal process. The Society only collects the basic information required to administer the subscription and mail copies of *Soundings* to the subscriber. Data collected includes:

- subscriber's full name and delivery address
- invoicing name and address (if different)
- contact telephone number
- contact email address

Job-seekers register

In accordance with the GDPR provision of *consent*, the Society stores the names and email addresses of individuals who have asked to be added to the Job-Seekers register and, thereby, receive e-Messages whenever new hydrographic employment vacancies are advertised at www.ths.org.uk ▶ [Jobs](#).

Delegates

Data pertaining to delegates attending conferences, seminars and some other events organised by the Society is collected as part of the registration process, following the GDPR provisions of *legitimate interests*, and *consent*. The Society only collects the basic information required to administer delegates participation in that event and provide the associated benefits (e.g. communication of information, verifying membership category and applicable discounts). During the registration process, delegates have the option to consent to their data being stored and processed for that event only and/or to *consent* to limited specified data (e.g. name, job title, employer) being published on the delegate list which may be accessed by other delegates attending the event.

Delegates may also be offered the option to *consent* to their personal data (first name, surname and email address) being added to one or more of the Society's relevant mailing lists in order to be kept informed about future events or receive non-commercial communications from the Society and International Federation of Hydrographic Societies (IFHS).

e-Message subscribers

Under the GDPR provision of *consent*, the Society maintains a granular mailing list for its e-Message service. This service uses the [MailChimp](#) email delivery service to communicate with members and non-members who have opted to receive updates on a range of optional topics, including details of forthcoming conferences and seminars and/or relevant non-commercial news and updates from the Society, IFHS or the wider hydrographic community.

The personal data stored and processed for this purpose is initially supplied by the subscriber during the registration process. It is restricted to their first name, surname and email address plus their message category preferences. Subscribers may also optionally supply the name of the company or the organisation they represent.

Using the links at the foot of previous e-Messages, subscribers can then manage their own data and message preferences, or remove themselves from the mailing list all together, whenever they wish.

If you have previously consented to us using your personal information for direct marketing on behalf of our Corporate Members, you may change your mind at any time – either using the links at the foot of previous e-Messages or, for postal communications, by contacting gdpr@ths.org.uk.

We will not sell, distribute or lease your personal data to third parties unless we have your prior permission or are required to do so by law. We may use your data to send you promotional information about third parties which we think you may find interesting, but only if you have already consented to this.

Employees

As an employer, The Hydrographic Society UK has both *legal obligation* and *contract* bases, as defined in the GDPR, for collecting and processing personal data relating to its employee(s). This information is used for management and administrative purposes only. Such data will be used effectively, lawfully and appropriately during the recruitment process, whilst individuals are working for us, when their employment ends and after they have left the Society. This includes using data to enable the Society to issue and comply with an individual's contract of employment, comply with any legal requirements, pursue the legitimate interests of the Society and protect its legal position in the event of legal proceedings. If an employee does not supply this data, in some circumstances, the Society may be unable to comply with its obligations and will need to notify the employee of the implications of that decision.

From time-to-time, the Society may also have a need to process employee data in pursuit of its *legitimate interests*, for example, for administrative purposes or to prevent fraud.

Much of this personal data will be provided by the employee but some many come from other sources e.g. referees, the employee's line manager or external sources such as HM Revenue & Customs.

Data collected from employees typically includes:

- name, date of birth, home address and other information required for payroll and pension contributions
- emergency contact details
- application form, references
- academic and employment history, qualifications and skills
- contract of employment and job description and/or objectives
- pay review policy, documents relating to appraisals and pay rises
- timesheets and records of leave, sickness and other absence
- health information (where appropriate or necessary)
- disciplinary and grievance records (as appropriate)
- other relevant correspondence and records

Employees will inevitably be referred to in many Society documents, records, publications and online resources produced by both themselves and others in the course of the Society's normal activities.

The Society does not currently process special categories of employee data (e.g. racial or ethnic origin, religious beliefs, trade union memberships and biometric data). Neither, unless required to do so by law, will it process such data in the future without the explicit consent of the employee(s).

Employees may request updates and corrections to their data at any stage by contacting their line manager or the Operations & Publications Manager, as appropriate.

Directors, Trustees, Board members and Officers of the Society and its Regions

As a UK registered company and charity, The Hydrographic Society UK has a *legal obligation*, as defined in the GDPR, to collect and process personal data relating to its voluntary **Directors and Trustees**. Such data is provided by the individual when they agree to serve in one, or both, of these capacities. The information is required for management and administrative purposes and is be used effectively, lawfully and appropriately to enable the Society to comply with any legal requirements.

If a director or trustee does not supply this data, in some circumstances, the Society may be unable to comply with its obligations and will need to notify the individual of the implications of that decision.

Data typically collected from directors and trustees includes:

- full name, date of birth and nationality
- home/correspondence address and country of residence, telephone number, email address
- profession
- details of directorships of other UK registered companies

In addition, in pursuit of *legitimate interests* in accordance the GDPR, additional basic personal data is also collected and processed for these individuals, as well as other voluntary co-opted **Board Members** and **Officers of the Society** and its Regions (e.g. members of sub-Committees, Chairman and Honorary Secretaries or Treasurers of Regions). This data is used to manage and administer the Society, its sub-Committees and Regions, and to communicate with and keep the members informed, for example, about their appropriate point of contact.

Data typically collected from directors, trustees, Board members and officers of the society for legitimate interests includes:

- name and role
- email address (depending on circumstances, this may be a Society, private or business account)
- if appropriate, Skype name and/or telephone number

Directors, trustees and Board members may request amendments to their data at any stage by contacting gdpr@ths.org.uk. Other officers of the Society may request changes to their data by contacting the Operations & Publications Manager and/or the Chairman of the relevant sub-Committee or Region, as appropriate.

Special categories

The GDPR refers to sensitive personal data as special category data. This may include information such as an individual's race, ethnic origin, religion, politics, biometrics or health. Unless required to do so by law, the Society does not process such data without an individual's explicit *consent*.

An example of a purpose for which personal data may be collected and processed, with explicit consent, is to ensure that the access (or other special needs) or dietary requirements of delegates attending conferences and events organised by the Society can be met. In certain circumstances, we may also need to process the nationality and passport details of a non-EU national requesting a letter from us in support of their visa application to attend a conference organised by the Society.

List of Fellows

In accordance with the GDPR provision of *legitimate interests*, the Society maintains an online list of members who have been awarded Fellowship. This details the individual's first name, surname and the year of award only. Fellows may ask to be deleted from this list at any time by contacting gdpr@ths.org.uk.

Photographic material

In accordance with its *legitimate interests*, the Society holds a photographic and (small) video archive of many of its events, activities and key personalities. Historically, in many cases only the details of an event were recorded, although in some cases the individual(s) are, or may be, identified too.

An individual who does not wish to be photographed, or no longer wishes to have their photograph(s) stored or processed in any way, has the right to refuse and/or request that relevant images are deleted by contacting gdpr@ths.org.uk.

Audio recordings

With the knowledge and *consent* of all participants, the Society sometimes makes digital audio recordings of Board meetings, sub-Committee meetings (e.g. Education Committee) and its Annual General Meetings. These files are used to assist in the preparation of Minutes and may also be referred to, if required, to clarify the more detailed discussions which gave rise to a particular decision recorded in the Minutes and/or to resolve any disagreements or misunderstandings arising from the Minutes.

An individual has the right to refuse to be recorded and/or later ask to have any/all copies of an audio file securely deleted by contacting gdpr@ths.org.uk.

Miscellaneous

On occasion, the Society may also store personal data relating to other contacts who have supplied their details when making enquiries, requesting information or advice, purchasing goods or services, entering the Alan Ingham Award, submitting contributions to *Soundings* or providing press releases. Such data will only be processed in accordance with any *consent* given by the individual or *legitimate interests* or *contract* which applies.

Whenever we store or process your information for our legitimate interests, we will also consider any potential impact on you. Our legitimate interests don't automatically override yours. Unless we have other grounds to do so (e.g. your consent or legal obligation), we won't use your information if we believe your interests should override ours.

If you have any concerns about our processing on your personal data please refer to *What are your rights?*

Who has access to your data?

The Operations & Publications Manager holds and processes all personal data relating to Individual Members and key personnel within Corporate Member organisations. From time-to-time, legitimate interests may also necessitate some, or all, of the directors, trustees and members of the Board having access to this data.

In order to fulfil their specific roles, Officers of the Society's active Regions have restricted access to some of this data pertaining to those members who have opted to affiliate themselves to their Region. This information will be processed to generate Regional mailing lists.

Both the Operations & Publications Manager and the Society's e-Bulletin host/developer [MARIS bv](#) are able to access the names and email addresses of e-Bulletin subscribers, although neither actively processes, nor amends, the data.

Data pertaining to non-member *Soundings* subscribers is processed by the Operations & Publications Manager.

As appropriate, Delegate data may be held and processed by the Operations & Publications Manager, directors, trustees, members of the Board, other officers of the Society and its Regions or external contractors for the specific purpose of administering the event the individual has registered to attend.

The Operations & Publications Manager has access to the personal data and message preferences of individuals who have consented to inclusion on the e-Message mailing lists hosted on the [MailChimp](#) email delivery platform. From time-to-time, legitimate interests may also necessitate some of the directors, trustees, Board members or other officers of the Society and its Regions, or external contractors, having access to this data.

In addition to the Operations & Publications Manager, the relevant line manager (if different) and members of the Remuneration Committee having legitimate interests and contractual access to Employee data, the Society also has a legal obligation to provide to some of this data to external bodies such as HM Revenue & Customs and the Society's pension scheme provider.

Personal data relating to the Society's Directors, Trustees and Board members is held and processed by the Operations & Publications Manager. The Society has a legal obligation to supply some of this data to external bodies including, but not limited to, Companies House, the Charity Commission and its auditors. Other directors, trustees and board members may also have legitimate interests in accessing and processing some of this data.

Data pertaining to other Officers of the Society and its Regions may be processed by the Operations & Publications Manager, the Society's directors, trustees, Board members and other officers with legitimate interests.

In pursuit of its legal obligations, legitimate interests and the general management and administration of the Society, a small subset of the data processed for the Society's Directors, Trustees, Board members and other Officers may be publically available on the Society's website (www.ths.org.uk) and in some of its publications. This may include an individual's name, role and, if appropriate, limited contact details. A list of the names of the Society's Fellows, and the year of award, is also publically available on the website – no other personal data is included on this list.

From time-to-time, the Society may provide contractors with access to the data necessary to perform specific tasks. They may only process the data for the purpose intended and may not share it with any other person or organisation. Some information will also be made available to organisations that act as data processors on our behalf e.g. its accountants. Pre-printed mailing sheets for *Soundings* are supplied to our mailing house; the contractor may not capture, store or process any of the data contained on those sheets.

Only with the specific prior consent of the individual concerned, the Operations & Publications Manager may share some, or all, of their contact information with another member or individual with legitimate interests.

With the individual's prior consent for this specific purpose, the Operations & Publications Manager, directors, trustees, Board members or other officers may share contact information for members involved in developing the Society and its activities with other relevant external bodies or persons.

In pursuit of our purposes and lawful bases for processing personal data, and in addition to any recipients described above, as appropriate, the Society may also share your information with third parties such as:

- [Volunteers](#) (e.g. Trustees, Directors, Board or sub-Committee members, Regional Officers and/or other Members) for the sole purpose of delivering specific benefits, events and other services.
- [Third party service providers](#) acting as processors to provide, for example, website development and hosting, email delivery and marketing, survey software or online payment facilities.

For further information please refer to *What data is collected by our third party service providers?* below.

- [Professional service providers](#) (e.g. banking, legal, accountancy and auditing or insurance services).
- [Regulators and governmental bodies](#) (e.g. HM Revenue & Customs, Companies House or Charity Commission).

The Society requires all third parties to maintain appropriate security to protect your information from unauthorised access or processing.

Other than for the purposes and obligations described above, the Society will not disclose or share personal data with any other individual or organisation, unless it has legal obligation to an external organisation or authority.

How is your data stored and protected?

The majority of the personal data processed by the Society is securely stored on its computers and backup drives. Wherever possible, information is restricted to the key personnel only. We place great importance on the security of the data we hold and on the security measures in place to attempt to protect against the loss, misuse and alteration of personal data under our control. All personal data is securely removed and the hard drives are destroyed before disposing of any old computers or other storage devices.

Some hardcopy data records are also securely maintained by the Society – either for legal reasons, general management, administration and backup purposes or for other legitimate interests. All paper records or other documents detailing personal data are shredded prior to disposal.

We also archive our email and paper correspondence regularly and securely destroy information that is no longer relevant to the day-to-day provision of our services.

In pursuit of its legal obligations, legitimate interests and the general management and administration of the Society, some directors, trustees, members of Board, officers of the Society and its Regions may also store some data on their computers. Access to personal data is rigorously restricted according to the user/processor's needs and any legal obligations. They may only store and process this data for the purpose intended, may not share it with any other person or organisation and must securely delete it once that purpose no longer applies. In transferring such data to and between processors, additional data security measures (e.g. password, encryption) are considered and taken as appropriate, based on the nature of the data involved and the risks posed.

From time-to-time, some data (digital and hardcopy) is made available to organisations that act as data processors on behalf of the Society e.g. our accountants. They may only store and process this data for the purpose intended and may not share it with any other person or organisation unless legal obliged to do so.

The granular mailing list for the Society's e-Message service is maintained within the MailChimp platform. The entire [MailChimp](#) application is encrypted with TLS and our user account passwords are hashed. Data stored on this platform is limited to the subscriber's first name, surname, email address and message preferences. They may also supply their company name if they wish. Some of the Society's Regions also use MailChimp to maintain their mailing list.

The names and email addresses of e-Bulletin subscribers are stored in the password-protected content management system of our website which is hosted by [MARIS bv](#). Maris has put in place, and regularly reviews and updates, appropriate physical, electronic and managerial procedures to safeguard and help prevent unauthorised access, maintain data security and correctly use the information.

How long is your data stored?

We normally retain a member's basic personal data even after they resign (or their membership lapses or becomes inactive) and beyond the minimum retention periods required by law or regulation. We do this for legitimate interests such as former members wishing to reactivate their original membership number in the future and archival purposes pertaining to the Society's history and development. However, on request, we will delete a member's data except their name, membership number and category and last known address.

All other personal data and archival material is usually kept in accordance with our retention policies, based on the purpose(s) for processing, minimum retention periods required by law or regulation and our legitimate interests and demonstrable business reasons for doing so. Except when legally required to do so, we will consider all requests for personal data to be deleted. However, we may still wish to retain some or all of the data if erasure is likely to render impossible, or seriously impair, the achievement of processing for our archival purposes or statistical purposes or historical or scientific research.

Certain data, particularly data relating to the Society's finances, its employees and employer obligations, must be retained for the legally required or recommended periods.

In order to comply with their wishes, we also maintain suppression lists of names and email addresses of individuals who no longer wish to be contacted by us.

What are your rights?

The GDPR gives you rights relating to the way we process your personal data. These are defined as the:

- **Right to access:** You have the right to request a copy of the personal data we hold about you. We will generally provide this information free-of-charge, unless your requests are manifestly unfounded or excessive.
- **Right to rectification:** You have the right to ask us correct any inaccurate or incomplete data we hold about you.
- **Right to erasure:** Under certain circumstances, you have the right to ask us to erase the personal data we hold about you. However, that right only applies where:
 - we no longer need to use the data to achieve the purpose for which we collected it
 - we have relied on your consent as the lawful basis for holding your data and you withdraw that consent
 - you object to the way we use your data and there is no overriding legitimate interest for us holding it
- **Right to restrict processing:** Under certain circumstances, you have the right to ask us to restrict or suppress our processing of the personal data we hold about you. That right will apply where, for example:
 - you dispute the accuracy of the data we hold
 - you would like your data to be erased, but we need to hold it in order to stop processing it
 - you have the right to erasure but would prefer us to restrict processing instead
 - we no longer need to use the personal data to achieve the purpose for which we collected it, but we have a legal obligation or legitimate interest in holding it for archival or statistical purposes.

We will generally do this free-of-charge, unless your requests are manifestly unfounded or excessive.

- **Right to object:** You have the right to object to us processing the personal data we hold for you, including for the purposes of direct marketing.
- **Right to data portability:** You have the right to obtain the personal data we hold about you in a structured, commonly used and machine-readable format (e.g. comma-separated values, CSV). You also have the right to ask us to transfer this information to another organisation.
- **Right to withdraw consent:** Where we have relied on your consent as the lawful basis for holding and processing your data, you have the right to withdraw consent.
- **Rights related to automated decision-making, including profiling:** The Society does not make any decision or conduct any profiling based solely on automated means. If we did, you would have the right to a human review of that decision.

Requests with respect to any of these rights may be made verbally, by email or in writing. However, to avoid confusion or ambiguity, we would prefer them to be submitted to gdpr@ths.org.uk.

You should be aware that deletion or restricted processing of certain data may prevent us from delivering even the most fundamental benefits of membership and/or some of our other services.

Security

The Society is committed to ensuring that all personal data is secure. In order to prevent unauthorised access or disclosure we operate appropriate physical, electronic and managerial procedures to safeguard and secure the data we collect from you, including its disposal.

What data is collected by our third party service providers?

In certain circumstances, we may also receive information about you from our third party service providers listed below. You may provide data to these organisations as a consequence of your interactions with our website, the [HydroConferences.org](https://hydroconferences.org) website or other services offered by the Society.

- **MARIS bv** (website/e-Bulletin developer, content management system provider and host): No personally identifiable information is gathered from visitors to the [website](#), although certain anonymous data about how you use and access the site is collected and processed for aggregated statistical analysis.

The names and email addresses of [e-Bulletin](#) subscribers are gathered during the registration process and used to deliver that service only.

For further information, refer to *Websites and social media* below.

- **MailChimp** (email delivery platform for our [e-Message](#) service): When you register for this service, MailChimp will collect your name, email address and (optionally) company together with your message category preferences. We use this information to update you with our news, details of events and other information of interest.
- **PayPal** (payment services provider): If you use a link on our website to pay your membership subscription, register for a conference or event or to purchase other products or services, you will provide details such as your name, billing address and credit/debit card details to PayPal. PayPal does not supply your credit/debit card details to us – only your name, contact details and the transaction amount.
- **SurveyMonkey** (survey data provider): From time-to-time we may invite you to participate in a questionnaire or survey. If you agree, our survey data provider will collect any information you provide as part of that survey. We usually process such data anonymously. However, the precise terms and conditions are always specified within the questionnaire.

We are not responsible for how such third parties use personal data provided by you. Whenever you leave our website or use the website of one of our service providers, we encourage you to read the privacy notice of every site you visit.

Websites and social media

Cookies

A cookie is a small file which asks permission to be placed on your computer's hard drive. It helps to analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual, tailoring its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

We do not use cookies on our [website](#) or in our e-Bulletins, nor do we have any third party scripts in place that set such cookies.

Anonymous data

When you visit our [website](#) it automatically collects some information which is stored in web server traffic logs. These contain a history of page requests. Information transmitted by your browser including the client Internet Protocol (IP) address, request date/time, page requested, HTTP code, bytes served, user agent and referrer are added. On the basis of legitimate interests, an aggregated statistical analysis of the server log is used to examine traffic patterns and engagement with the website by time of day, day of the week, referrer or user agent. The software used to analyse server logs is [AWStats](#).

HTTP Secure

Our [website](#) makes use of the Hypertext Transfer Protocol Secure ([HTTPS](#)) for authentication of the accessed website and protection of the privacy and integrity of the exchanged data.

Links

Our [website](#), social media and other media e.g. *Soundings* may contain links to other websites or social media we feel might be of interest. The Hydrographic Society UK takes no responsibility for the content of external sites. The existence of a link from any other organisation's website or social media to The Hydrographic Society UK's website or social media does not imply that the Society endorses the activities or views of that organisation.

This privacy policy only governs the Society and its products and services. We are not responsible for the privacy policies that govern third party websites, even where we have provided links to them. If you use any link on our website or social media, or which is quoted in other Society publications, we recommend you read the privacy policy of that organisation/website before sharing any personal or financial data.

If you wish to link to our website, prior consent must be obtained. Any such links must not damage our reputation or take advantage of it, and you must not establish a link in such a way as to suggest any form of association, approval or endorsement on our part where none exists.

Content moderation

The Society's Operations & Publications Manager moderates comments on our website and social media to protect those who view them. We will challenge, rather than delete, inaccurate comments or data and remove anything that is slanderous, libellous, discriminatory, abusive or contains offensive language.

Complaints

If we have got anything wrong, we hope you will let us know so that we can put it right.

However, you have the right to lodge a complaint to the Information Commissioner's Office if you believe that we have not complied with the requirements of the GDPR or the (UK) Data Protection Act (2018) with regard to your personal data.

The Hydrographic Society UK

Company Limited by Guarantee in England and Wales No. 5182924 | UK Registered Charity No. 1106111

Registered Office: Senate Court, Southernhay Gardens, Exeter, Devon, EX1 1NT, United Kingdom

Correspondence address: PO Box 103, Plymouth, PL4 7YP, United Kingdom

The Memorandum and Articles of Association of The Hydrographic Society UK (adopted 2012) can be downloaded at www.ths.org.uk ▶ [About Us](#).