

## PRIVACY POLICY

At Geoscience Wales Ltd. we take your privacy very seriously. We will only use the personal information we collect about you if you have provided opt-in consent. We will ensure that all such information is processed fairly and lawfully, in accordance with our obligations and your rights under current UK legislation including, but not limited to, the General Data Protection Regulation (GDPR) and the Privacy and Electronic Communication Regulations (PERC) 2003.

We take appropriate security measures in relation to the sensitivity of the information we hold on you, and we will not hold your information on our systems for any longer than is necessary for us to meet the purpose of holding that information.

The following statement sets out our policies regarding the personal information which we collect through our correspondence and website. The following policy describes our practices in relation to data collection and use, as well as your rights as a data subject.

Any changes we may make to our privacy policy in the future will be posted on this page. Our website address is: <https://geoscience.wales>

### WHAT PERSONAL DATA WE COLLECT AND WHY WE COLLECT IT

#### Comments

When visitors leave comments on the site we collect the data shown in the comments form, and also the visitor's IP address and browser user agent string to help spam detection.

An anonymized string created from your email address (also called a hash) may be provided to the Gravatar service to see if you are using it. The Gravatar service privacy policy is available here: <https://automattic.com/privacy/>.

#### Media

If you upload images to the website, you should avoid uploading images with embedded location data (EXIF GPS) included. Visitors to the website can download and extract any location data from images on the website.

#### Contact forms

**DATA USED:** IP address, user agent, name, email address, website, and message are submitted to the WordPress [Akismet](#) service for the sole purpose of spam checking. The actual submission data is stored in the database of the site on which it was submitted and is emailed directly to the owner of the form (i.e. the site author who published the page on which the contact form resides). This email will include the submitter's IP address, timestamp, name, email address, website, and message.

**DATA SYNCED:** Post and post meta data associated with a user's contact form submission. The IP address and user agent originally submitted with the comment are synced, as well.

#### Cookies

If you leave a comment on our site you may opt-in to saving your name, email address and website in cookies. These are for your convenience so that you do not have to fill in your details again when you leave another comment. These cookies will last for one year.

If you have an account and you log in to this site, we will set a temporary cookie to determine if your browser accepts cookies. This cookie contains no personal data and is discarded when you close your browser.

When you log in, we will also set up several cookies to save your login information and your screen display choices. Login cookies last for two days, and screen options cookies last for a year. If you select “Remember Me”, your login will persist for two weeks. If you log out of your account, the login cookies will be removed.

If you edit or publish an article, an additional cookie will be saved in your browser. This cookie includes no personal data and simply indicates the post ID of the article you just edited. It expires after 1 day.

### **Embedded content from other websites**

Articles on this site may include embedded content (e.g. videos, images, articles, etc.). Embedded content from other websites behaves in the exact same way as if the visitor has visited the other website.

These websites may collect data about you, use cookies, embed additional third-party tracking, and monitor your interaction with that embedded content, including tracing your interaction with the embedded content if you have an account and are logged in to that website.

### **Analytics**

Our website uses Jetpack to monitor website traffic and statistics. Jetpack does not identify you individually, but simply presents aggregated information about the numbers of visitors to our website at given times. For example, we can see that a specific post has 285 views, but cannot see which specific users/accounts viewed that post. Stats logs – containing visitor IP addresses and WordPress.com usernames (if available) – are retained for 28 days and are used for the sole purpose of powering this feature.

### **WHO WE SHARE YOUR DATA WITH**

We do not share any personal data with anyone.

### **HOW LONG WE RETAIN YOUR DATA**

If you leave a comment, the comment and its metadata are retained indefinitely. This is so we can recognize and approve any follow-up comments automatically instead of holding them in a moderation queue.

For users that register on our website (if any), we also store the personal information they provide in their user profile. All users can see, edit, or delete their personal information at any time (except they cannot change their username). Website administrators can also see and edit that information.

### **WHAT RIGHTS YOU HAVE OVER YOUR DATA**

If you have an account on this site, or have left comments, you can request to receive an exported file of the personal data we hold about you, including any data you have provided to us. You can also request that we erase any personal data we hold about you. This does not include any data we are obliged to keep for administrative, legal, or security purposes.

## **WHERE WE SEND YOUR DATA**

Visitor comments may be checked through an automated spam detection service.

## **YOUR CONTACT INFORMATION**

### **OUR EMAIL NOTIFICATION SERVICE**

MailChimp: We use MailChimp for email distribution services and consent tracking. When users register with Geoscience Wales, Mailchimp acts as a repository for the details provided, including consent tracking. It further acts on behalf of Geoscience Wales to send certain messages based on the information users have asked to receive. When you read an email sent via Mailchimp it may be able to record the time and date you opened the email, how often you opened the email and the country location of where you were when you opened the email

If you have any questions about privacy, or wish to exercise any of your rights as a data subject, please email [admin@geoscience.wales](mailto:admin@geoscience.wales)

## **YOUR RIGHTS AS A DATA SUBJECT**

The GDPR provides the following rights for individuals:

- The right to be informed about the information we collect and how it is used.
- The right to request a copy of the personal information being held.
- The right to rectification of information that is inaccurate or not up to date.
- The right to have personal data erased.
- The right to restrict processing if data are not being used for legitimate purposes, users can request that the purposes are restricted.
- The right to request a copy of the data in a commonly used, machine-readable format.
- The right to object to the use of the data in certain circumstances.
- Rights in relation to automated decision making and profiling: Automated individual decision-making is a decision made by automated means without any human involvement. Geoscience Wales does not engage in automated decision-making (Artificial Intelligence) and data will not be used in this manner.