

ProGEO POLICY on processing personal data of members

ProGEO is a European Non-Governmental Organisation (NGO) and is registered in Sweden, Organisation number 817605-8769. The association is open to all individuals and organisations interested in promoting the objectives of the association. Membership in ProGEO is settled by paying a membership fee.

To achieve its objectives and to perform day to day routines, ProGEO needs to have a digital register of its members. By submitting personal data to ProGEO, the member accepts that this is required for communication within the association. This consent is the legal basis for the processing of the data. The data will be registered in a file kept by the Treasurer, and the data is processed in accordance with the GDPR law (EU) 2016/679.

No personal data belonging to the GDPR special categories in Article 9 ("sensitive data") are collected by ProGEO. Therefore, encryption of the personal data is not required when data are shared within ProGEO or with other organisations that provide member service to ProGEO members.

ProGEO processes personal data per the following provisions:

1. Personal data are processed only for the purpose of the administration and the communication of ProGEO, as well as with organisations that provide member service to ProGEO members.
2. The Treasurer is responsible for keeping the personal data of the members, and for processing the personal data securely. The tasks of the Treasurer are to:
 - register submitted personal data,
 - update personal data when this is informed to the Treasurer,
 - delete personal data when this is demanded by a member or an ex-member,
 - collect no other data than what is necessary for the stated aims of the register.
3. Member personal data are collected through a web form on the ProGEO web site and through email.
4. Each member has the right to:
 - know what kind of data is collected
 - know the purposes of the processing for which the personal data are intended
 - know the legal basis for the processing
 - know how personal data are processed
 - know how personal data can be changed
 - be informed and asked for consent, before using personal data, if this is not part of the established routines of communication.
 - obtain the personal data that ProGEO stores for that member
5. The personal data collected and used by the Treasurer are (but not necessarily including all these for each member):

- Name
- Postal address
- Email address
- Telephone number
- Payment information, such as amount, date of payment, date of receipt and if subscription to journal is included in the membership.
- Function in ProGEO, e.g. Representative in a country, or contact person for an affiliated organisation.
- Preferred way of receiving invoices and receipts, i.e. by postal mail or by email. Default is email.
- Member category, i.e. Individual Member, Institutional Member or Honorary Member.

For data handling purposes, all members are also given an individual member number. This is therefore not *collected* data, but only a running number used by the Treasurer.

6. The elected officers with right to use all the registered personal data of ProGEO members are the President, the Executive Secretary, the Treasurer and a member elected to assist the Treasurer, and who is authorised the subscription right to the accounts of the association. The most commonly used information is however only email addresses, for making announcements or other routine communication.
7. The members who serve as ProGEO Representatives in countries and as Coordinators in ProGEO's Regional Working Groups, have the right to know the personal data of the members in each respective country. The country members' election of a Representative or a Coordinator is a consent to give this Representative or Coordinator the right to process these members' personal data, since he or she needs these data for communication, and for reporting to the Treasurer.
8. If national or regional membership issues need to be clarified, or are being built up, a member without elected status will also need to process personal data temporarily, until a representative is elected/appointed.
9. Personal data is never shared for commercial purposes. Personal data is however adequately shared outside ProGEO in one case: Journal subscribers' name, postal address and email address are provided to the journal's publisher; Springer Verlag. This is updated regularly, if needed, but the subscription itself is a yearly subscription.
10. Personal data may be adequately shared outside ProGEO in another case: The Auditor is at present within ProGEO, but must not be a member, according to our Articles. The Auditor receives personal data and payment info for each fiscal period. These data include name, country and payment status.

11. As members and therefore officers in ProGEO belong to countries both within and outside the EU/EEA, personal data will consequently be transferred across the EU/EEA border, i.e. to so-called third countries. This is allowed as stated by the exemptions mentioned in Article 49, points 1a–c, of the GDPR law, as well as by the first three examples in the general text of point 1.
12. Since the Treasurer is an employee at a government agency, the file with ProGEO member personal data is managed according to the data security procedures of the agency.