



**Version: v1 Apr 2024**

The Society recognises that candidates for Chartership may have concerns about the confidentiality of material submitted or presented within their application. This document sets out the key considerations for candidates to be aware of within the application and review process.

### Supporting Documents

In the first instance, candidates should read the guidance about supporting documents [on the web page](#). To address concerns about confidential documents:

- Company reports are written for the client and so may also contain information not relevant to your Chartership application. If possible, please consider submitting only selected sections, relevant to demonstrating your fulfilment of the chartership criteria;
- Consider submitting redacted sections, as above; and
- As an alternative, you can also submit something you have entirely produced yourself, even if this a bespoke document created for this application.

### Assessor Commitment

Chartership Assessors are bound by not only the Geol Soc [Code of Conduct](#), but also the declarations below made by each individual when applying to become registered as a Geological Society Assessor:

#### **Declaration by applicant**

I agree that all data provided on this form can be used by The Geological Society in the course of the Chartership review and interview process and, as such, may be distributed only to members of staff and other Chartered Fellows of the Society directly involved in the working of that process.

I agree that my name and speciality will be shared with the candidates I agreed to interview.

I agree that my name and speciality can be shared with the Regional Group in my area.

I declare that I am currently following a personal programme of CPD.

I agree that all information related to chartership applications will be treated in confidence and not be used, published or redistributed.

I agree that I will store the documents and data related to chartership applications securely and destroy all of them when no longer needed.

I agree that, if elected to being an Assessor, I shall promote the interests and welfare of the Society and observe its Orders, [Bye-laws](#) and [Codes of Conduct](#).

Training regarding GDPR and document confidentiality is provided to Assessors within the context of the Chartership application review process in terms of their obligations for data processing and storage.

### Data Storage

In terms of data storage for application documents, in meeting the requirements of UK [GDPR](#), the Society stores documents on a secure SharePoint folder that can be accessed by only specified members of staff within the Chartership office. Supporting Documents are destroyed two years after candidates have first applied. Material is retained for this time period in case a candidate wishes to apply retrospectively for the other Geological Society Chartership accreditation on offer. However, application documents can be destroyed immediately after the assessment is concluded upon request.

### Interview Recordings

Interviews are primarily hosted by the Society, and recordings are saved to the Geological Society “cloud”. The recording will be saved for 60 days and then destroyed, unless a candidate is Deferred in which case it is included with the application pack and assessor review forms as part of the Defer Review process. Once the Defer Review is concluded, the recording would be destroyed.

If Chartership candidates have other concerns about data confidentiality that are not addressed by this guidance note, please contact the Chartership Office on [chartership@geolsoc.org.uk](mailto:chartership@geolsoc.org.uk) for further advice.

