



Aberdeen Section

www.spe-uk.org

Guide to Board Operations
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This document was written as a guide to new and existing Board members to help them understand what the SPE Aberdeen Section Board does and how it works.

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1. Introduction to the SPE Aberdeen Section

The Society of Petroleum Engineers (SPE) Aberdeen Section is a local section of SPE International, the international professional society serving professionals in the oil and gas industry.

The Section works in Scotland to deliver the Mission of the SPE, which is:

“To collect, disseminate and exchange technical knowledge concerning the exploration, development and production of oil and gas resources, and related technologies for the public benefit; and to provide opportunities for professionals to enhance their technical and professional competence.”

Legally the SPE Aberdeen Section is

- A semi-autonomous section within the Society of Petroleum Engineers Europe Limited, a company registered in England and Wales (number 2778741) and with its registered office at 1st Floor, Threeways House, 40/44 Clipstone Street, London W1W 5DW, UK. (“SPE Europe”).
- SPE Europe is a registered charity in the United Kingdom, registered number 1017482. Five Officers act as Trustees and Directors
- SPE Europe is in turn a part of the Society of Petroleum Engineers (SPE) Inc 75-2001539 Global Charity (“SPE International”).

Individual SPE members pay a membership fee each year to be a member of SPE International. Each member is then associated with a local section.

SPE Aberdeen serves around 1000 professional members and 500 Students based at five associated Universities.

2. Board Organisation

2.1 Overview

The SPE Aberdeen Section is managed by a Section Board of Directors that is elected annually, and serves from 1 July in one year to 30th June the following year.

The Section Board of Directors arranges activities for the benefit of the SPE members' resident in Scotland, and mainly in the Aberdeen / Aberdeenshire area.

The Section Board consists of SPE Officers. SPE Officers can hold either voting or non-voting positions.

The voting positions are:

1. Section Chair
2. Section Vice Chair
3. Section Treasurer
4. Section Manager
5. Continuing Education Chair
6. Continuing Education Vice Chair(s)
7. Programme Chair
8. Programme Vice Chair
9. Young Professionals Chair
10. Young Professionals Vice Chair
11. Student Development Chair
12. Student Development Vice Chair
13. School and Career Guidance Chair
14. School and Career Guidance Vice Chair(s)
15. Membership and Marketing Chair
16. Membership and Marketing Vice Chair
17. Diversity and Inclusion Committee Chair
18. Diversity and Inclusion Vice Chair
19. Net Zero Committee Chair
20. Net Zero Committee Vice Chair
21. Previous Section Chair
22. Director(s) at Large (Voting)

The non-voting positions are:

1. Director(s) at Large (Non-Voting)

Officers of SPE are not Directors in a fiduciary sense. That responsibility is reserved for the Trustees and Directors of Society of Petroleum Engineers Europe Limited.

Officers are elected through processes are described later in this document with exception of Director(s) At Large. The Section Chair may appoint one voting Director At Large per year. Other Directors at Large whether voting or non-voting may be proposed by members of the Board and their appointment voted on by the Board.

The SPE Aberdeen Section Board also utilises the services of paid consultants who carry out specific tasks.

2.2 Board Meetings

Normally Board Meetings are held at 4:30 p.m. immediately before a regular Monthly Evening Technical Meeting. This is usually on the fourth Wednesday of each month September-to-November and January-to-May each year.

In an effort to reduce the time commitment associated with membership of the SPE Board, the SPE Aberdeen Section Board holds

- A Board meeting each month (except December, June and July)
- An annual planning meeting held in August each year.

It should be noted that all members are entitled to attend all Board meetings.

A Board Meeting is quorate if at least five of the following core officers are present:

1. Section Chair
2. Section Vice Chair
3. Section Treasurer
4. Section Manager
5. Continuing Education Chair
6. Programme Chair
7. Membership and Marketing Chair

2.3 Decision Making

A Section decision requires a least 70% of Voting Officers present to express a preference. A simple majority of votes is required to pass a proposal.

Decision-making authorities are defined in two Board policy documents called:

- “SPE Aberdeen Section
- ” (see Attachment 2)
- “ SPE Aberdeen Section Financial Management **Policy**” (see Attachment 3).

The key points are summarised below:

- A valid Section decision requires a least 70% of Voting Officers to express a preference. A simple majority of votes is required to pass a proposal.
- The purpose of these Policies is to set out the financial roles and responsibilities of Committees of the Board and the Section Board.
- Normal operations are budgeted in a Budget approved in August each year.

Expenditure within an approved Budget and under £1000 may be approved by any individual Committee Chair. Section Manager spending limit is defined in their Letter Agreement.

Budgeted expenditure over £1000 must be confirmed by the Board before committing to the expenditure.

- A recommendation for any un-budgeted expenditure may be made by any individual Officer or Director, and by any committee of the Board.

All recommendations for expenditure by a committee must be submitted to the Section Board for approval. The recommendation must include a statement of the results of a vote.

2.4 Committees of the Board

The bulk of the detailed work of the Board is conducted by a series of Committees, each chaired by a Board Officer. These are:

2.4.1 Continuing Education Committee

The Continuing Education Committee organise a series of technical knowledge exchange events each year (typically 6-8).

These events are usually 1-2 day focussed technical seminars, sometimes with a small exhibition. Seminars are also delivered digitally.

The Continuing Education Committee is responsible for all aspects of these events. Their specific duties involve:

- Defining the topics and designing the programme for each Continuing Education seminar.
- All aspects of approaching and confirming speakers.
- Defining the dates of the events and handling all arrangements with the venue, including room and meal booking, administration and ensuring that the appropriate audio-visual equipment is available.
- All aspects of publicity and promotional activity (including the sale of advertising).
- Obtaining exhibitors where appropriate.

Due to the magnitude of this task, the committee has paid professional help from an event management contractor, who also handle most of the administrative and promotional aspects of the meetings.

Continuing Education events are usually held at TECA – The Exhibition Centre Aberdeen due to the flexible nature of the space available – different rooms can accommodate events ranging from a small 40-person seminar to a 300+-person conference with exhibition.

Some events are run in conjunction with other Societies, and may be managed by a different events management contractor. As examples:

Continuing Education events are the Boards main source of surplus funds and enables the section to financially support and sponsor a variety of school programmes, student scholarships and public outreach activity.

2.4.2 Programme Committee

The Programme Committee organises a series of evening technical meetings and webinars.

The format for these meetings has evolved over time. Evening Technical Meetings are held on the fourth Wednesday of the month, and are currently structured as follows

- 1800-1830 registration and social / networking time with bar service.
- 1830-1930 technical speaker followed by Q&A
- 1930-2030 buffet and networking.

The meetings are held at the Sandman Signature Hotel, St Andrews Street, Aberdeen.

The meetings have previously been held at other venues, which were abandoned for various reasons

- The Aberdeen Exhibition and Conference Centre – dropped as attendance was poor due to location and (lack of) ambience.
- The Treetops Hotel – liked for the convenience of its central location but dropped as the hotel sharply increased charges.
- Douglas Hotel – moved due to the response from members for a change to a more modern and attractive venue.
- Jurys Inn – the team trialled this venue for two months in 2019 and decided that due to room size restrictions, staffing and catering issues the contract would be terminated.

The Programme Committee is responsible for all aspects of the monthly meeting programme including:

- Defining the dates of eight monthly meetings each Board year (usually the fourth Wednesday in each of the months September to November and January to May each year).
- Securing speakers for the monthly meetings, including identifying topics and approaching and confirming speakers.
- All arrangements associated with the venue, including room and meal booking, administration and ensuring that the appropriate audio-visual equipment is available.
- All aspects of publicity (mainly ensuring information is on the website, is featured in social media and in the periodic e-mail broadcasts).
- Obtaining Sponsorship for the programme.

Monthly meetings aim for financial break-even.

- Over the years the Section has trialled other short technical events and study groups (none of which are currently active). The Programme Committee would also be responsible for initiating and managing any such regular short technical events (under 3 hours) should the Board decide to progress such an idea in the future.

2.4.3 Membership, Marketing & Communications Committee

The SPE Aberdeen Board Membership, Marketing and Communications Committee (MMC) organises all aspects of our publicity and communications with members.

Under their direction we run a website (www.spe-aberdeen.org), distribute monthly e-newsletter and e-mail communications to members, operate social media channels and issue press releases.

This committee combines the functions of the “Membership Committee” and the “Communications Committee” defined in the SPE International Operations Manual.

2.4.4 Student Development Committee

The Student Development Committee supports students studying oil and gas related degree programmes at universities in Scotland.

There are SPE Student Chapters at

- University of Aberdeen (mainly related to the postgraduate and undergraduate petroleum, process, subsea and drilling engineering courses taught at the university)
- The Robert Gordon University in Aberdeen (mainly related to the postgraduate subsea and drilling engineering courses taught at the university)
- Heriot Watt University (related to the postgraduate petroleum engineering taught at the university)
- University of Dundee (related to the postgraduate petroleum economics and law programmes taught at the university)
- University of Strathclyde (related to the undergraduate process and petroleum engineering taught at the university).

These student Chapters operate semi-autonomously from the SPE Aberdeen Section Board. They elect their own Student Chapter Officers (e.g. President, Vice-President, Treasurer etc.) with the help of their dedicated Faculty Sponsors and organise their own technical and social activities.

The Board provides practical support to students by, for example, providing an annual grant, by offering reduced price entry to events, and by funding travel to Aberdeen for the more distant student sections to attend Section events.

The Board also runs an annual scholarship programme to support students at these universities. In the fourth quarter of each year applications are invited for awards, which range from £3000 down to £500 – generally regarded as hardship payments to help students who might otherwise have to drop out of their course.

2.4.5 Young Professionals Committee

The SPE Aberdeen Board Young Professionals Committee organise a range of activities by and for members under the age of 35.

These include technical talks (the “Simplified Series”), personal business skill development events (the “Unplugged 360” series) and a variety of social events.

2.4.6 Offshore Achievement Awards Committee

In 2012 the SPE Aberdeen Section took over an existing awards programme called the “Scottish Offshore Achievement Awards” (SOAA’s), which had been run by Scottish Enterprise for over 20 years. The SOAA’s consistently lost money and eventually Scottish Enterprise became unwilling to subsidise them.

Since the SPE Aberdeen Section took them over the renamed “Offshore Achievement Awards” (OAA’s) have usually returned a surplus to the section.

The programme typically involves

- 10-12 awards – which evolve gradually as the marketplace changes
- A call for nominations launched in September / October each year, with nominations closing in December
- A period of judging by committee members and sponsor representatives in December.
- A judges meeting in January where a shortlist of 3 or 4 companies and a winner are selected
- A final’s dinner in March at which the winners are announced.

In addition, the SPE Aberdeen Section runs an award design contest with the Gray’s School of Art at the Robert Gordon University – the winning design becomes the award handed out in March.

Due to the magnitude of this task, the committee has paid professional help from an event management contractor (Mearns & Gill), who also handle most of the administrative and promotional aspects of the event, and the design and delivery of the high-profile final dinner.

2.4.7 Schools and Career Guidance Committee

The Schools and Career Guidance Committee supports a wide range of initiatives designed to spread the word about the oil and gas industry to schools and universities. These include supporting “Maths in the Pipeline”, TechFest and various “one off” initiatives.

The largest component of this activity has been the ongoing deployment of the SPE International “energy4me” programme. SPE Aberdeen support includes training teachers to deploy the energy4me materials in the Scottish National Curriculum.

This committee is also behind the new and very successful NASA in Aberdeen initiative, which brings a NASA astronaut and space scientist to Aberdeen to excite P7 / S1 school students about technology in general at a time in their schooling where they are about to drop some subjects (our goal is to encourage them not to drop science and technology subjects).

2.4.8 Diversity And Inclusion Committee

This committee is dedicated to promoting inclusion in SPE Aberdeen and the community. This aligns with the SPE Diversity & Inclusion Section and Region Guide.

2.4.9 Net Zero Committee

The Net Zero Committee formed in January 2021 to address the needs for technical discussion concerning the seismic change to the Energy Industry. SPE Aberdeen aims to be a leader in technical discussions of the Net Zero.

2.4.10 NASA In Aberdeen

SPE Aberdeen contribute to the NASA in Aberdeen Committee alongside Energy Institute and others.

2.4.11 Other Committees

Other committees of the Board are formed and dissolved as the need arises. All that is required is a proposal to the Board, approval by the Board, and Board members willing to sit on the committee.

3. Board Composition, Roles and Responsibilities

3.1 Board Officers and their duties

All board positions are open to SPE professional members in good standing. Those holding elected positions must remain SPE members in good standing through the duration of their terms.

The section board shall:

- Supervise the affairs and conduct the business of the section.
- Define the section's strategy goals.
- Ensure the duties of all core positions are fulfilled by an officer.
- Create policies and procedures regarding any payment transactions.
- Ensure financial transactions comply with established financial policies and procedures.
- Create policies and procedures for the operations of the section.
- Perform the duties described in these operating regulations to the best of their abilities.

The responsibilities of all Board Officers are defined fully in the SPE Operations Manual published each year by the SPE International in Richardson, Dallas. The following is based on those descriptions and amended where necessary for SPE Aberdeen needs.

3.1.1 Chair

The chairperson promotes the well-being of the section, the society, and the profession and should:

- Have good leadership, motivation, and communication skills while possessing the ability to work with various personalities
- Understand the global mission of SPE
- Understand the section's role in relation to the SPE International Board and the SPE region

Be committed to fiduciary responsibility Responsibilities include:

- Preside over meetings of the section board
- Oversee the appointment of all section committees and members of committees; replace committee members as needed
- Communicate regularly with other officers; committee chairs; members via the SPE Connect, email, or phone
- Communicate regularly with your Regional Director and SPE staff regarding section plans, needs, or challenges
- Attend SPE section officer conferences and regional officer meetings
- Ensure section complies with all SPE policies
- Submit an annual report by 1 June
- Attend the officer leadership workshop
- Conduct election of section officers, ensuring that SPE is notified of the results. All officers must be SPE members in good standing.
- Other responsibilities may be dictated by long- and short- term goals developed by the section

3.1.2 Vice-Chair and Chair-elect

Over the last few years, it has become SPE Aberdeen Section practice to appoint a Vice-Chair who is also the Chair-elect to ensure a smooth handover of the role. Practically the Chair-elect also has some other role on the Board, and deputises for the Chair if he / she is absent.

3.1.3 Continuing Education Chair

Responsible for the Continuing Education Committee, which manages the periodic Continuing Education Seminars.

- Establish goals for a Continuing Education schedule based on technical and developmental needs of section members.
- Set and execute objectives for each Continuing Education Event, including budget and attendance targets.
- Ensure event committees secure and contact speakers.
- Ensure all physical and virtual facilities of the meeting are in order.
- Ensure the meeting is properly announced and publicized.
- Ensure section programs adhere to SPE event guidelines.

3.1.4 Programme Chair

Responsible for the Programme Committee, which manages the Monthly Meetings.

- Establish goals for programming based on technical and developmental needs of section members.
- Set and execute objectives for Evening Technical Events, including budget and attendance targets.
- Work with the committee to secure and contact speakers.
- Ensure all physical and virtual facilities of the meeting are in order.
- Ensure the meeting is properly announced and publicized.
- Ensure section programs adhere to SPE event guidelines.
- Host and coordinate Distinguished Lecturers (DL's), including serving as the point of contact for DLs and SPE DL program staff.

3.1.5 Young Professionals Chair

Responsible for the Young Professional Committee, which manages the Monthly Technical Meeting and Social Events.

- Establish goals for YP programme based on technical and developmental needs of Young Professional section members.
- Set and execute objectives for Simplified Series, Unplugged 360 and Tech Tours, including budget and attendance targets.
- Work with the committee to secure and contact speakers.
- Ensure all physical and virtual facilities of the meeting are in order.
- Ensure the meeting is properly announced and publicized.
- Ensure events adhere to SPE event guidelines.

3.1.6 Membership, Marketing and Communications Chair

Responsible for the Membership, Marketing and Communications Committee, which manages the membership, communications and marketing activity of the Board.

The Membership, Marketing and Communications Chair is responsible for preparing and submitting the Membership, Marketing and Communications Committee budget in May each year; maintaining and encouraging membership of SPE and SPE Aberdeen Section; and all aspects of the Boards communications with its members and the general public.

3.1.7 Schools and Career Guidance Chair

Responsible for the Schools and Career Guidance Committee, which manages schools and education-related activity of the Board.

- Establish goals for School Career Guidance outreach
- Set and Execute objectives for School Career Guidance
- Agree budgets for these activities and monitor costs
- Promote “energy4me” “Maths in the Pipeline”, TechFest and other one-off initiatives.
- Support and represent SPE Aberdeen on the "NASA in Aberdeen" initiative, which brings a NASA astronaut and space scientist to Aberdeen.

3.1.8 Student Development Chair

Responsible for the Student Development Committee, which manages scholarship activity and all other student support activity of the Board.

- Maintain frequent contact with the faculty advisor and student chapter officers.
- Offer suggestions for field trips, speakers, etc.
- Encourage section members to participate in student chapter activities.
- Invite student members to attend section activities.
- Attend student chapter officer meetings when possible.
- Work with student chapter officers to develop a recruitment and retention strategy.
- Encourage students to participate in Student Paper Contest and other Young Member programs.
- Oversee the Student Bursary Competition and arranging the Award Ceremony.
- Report to the section board any pertinent information to support the student chapter.
- Help local students transition into professional members.

3.1.1 Student Chapter Presidents

Each Student Chapter President is a non-voting member of the Board.

The Student Chapter President is responsible for preparing and submitting the Student Chapter budget request to the Student Development Committee chair in May each year and reporting on the activities of their Student Chapter at each Board Meeting.

Student Presidents will be invited to attend some Board Meetings during their tenure.

3.1.2 Treasurer

- Establish and balance the section’s bank account.
- Collect and disburse section funds as approved.

- Provide annual financial details to be included in the section's annual report.
- Provide monthly financial reports and make recommendations on the management of your section's finances to the board.
- Maintain all accounting records, including deposits and payments.
- Reconcile the bank account to the monthly financial statement.
- Report VAT and Corporation Tax to appropriate authorities.
- Prepare annual operating budget.
- Ensure an annual audit is performed.

Due to the magnitude of this task the Board pays a Section Accountant – Lorraine Mutch - (see Section 3.3 Board election and tenure

SPE Aberdeen Section recognises that for a variety of reasons Board Committee Chairs and Officers will start their tenure at varying times in the Board year.

All Board officers have a period of tenure of up to a maximum of 2 years. Their period of tenure automatically comes to an end at the end of the Board year prior to the second anniversary of their appointment.

When a Board Officer's tenure comes to an end the relevant committee or the Board will invite nominations for the role. The incumbent is eligible to nominate themselves for re-appointment.

- If there is more than one candidate for a position the Section Manager will administer an election amongst members of the committee or the Board.
- If there is only one candidate that individual shall be nominated to the position.

All appointments are subject to formal ratification by the Board.

(Paid Support) who is also an SPE member and has been appointed as the Treasurer.

3.1.3 Aberdeen Secretarial Functions

The role of Board Secretary is filled by Diane Wood, who is paid as the Section Manager and Louise Thomas, who is paid as the Section Administrator (see Section 3.3 Board election and tenure

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- If there is more than one candidate for a position the Section Manager will administer an election amongst members of the committee or the Board.
- If there is only one candidate that individual shall be nominated to the position.

All appointments are subject to formal ratification by the Board.
(Paid Support).

Duties include:

- Record, store, and distribute minutes from section board meetings.
- Maintain the officer roster and ensure SPE has officers on file at all times.
- Maintain historical documents, operating regulations, operating guidelines, and process documents.

3.2 Other Board Members and their duties

3.2.1 Directors

All other voting Board members are referred to as Directors.

They are members of one or more Board Committees and provide their time and energy to devise and implement the Boards programmes and initiatives.

3.2.2 Co-opted members

Any other person invited to join a Board Committee who is not a Director.

3.3 Board election and tenure

SPE Aberdeen Section recognises that for a variety of reasons Board Committee Chairs and Officers will start their tenure at varying times in the Board year.

All Board officers have a period of tenure of up to a maximum of 2 years. Their period of tenure automatically comes to an end at the end of the Board year prior to the second anniversary of their appointment.

When a Board Officer's tenure comes to an end the relevant committee or the Board will invite nominations for the role. The incumbent is eligible to nominate themselves for re-appointment.

- If there is more than one candidate for a position the Section Manager will administer an election amongst members of the committee or the Board.
- If there is only one candidate that individual shall be nominated to the position.

All appointments are subject to formal ratification by the Board.

3.4 Paid Support

3.4.1 Section Manager

Due to pressure on volunteer's time, the Aberdeen Section employs a part-time Section Manager who manages much of the sections day-to-day activities in conjunction with the Chair.

The Section Manager is currently Diane Wood (e-mail aberdeen.manager@spe-uk.org)

3.4.2 Section Administrator

Due to pressure on volunteer's time, the Aberdeen Section also employs a part-time Section Administrator who supports the Section Manager by handling much of the sections day-to-day administration.

The Section Administrator is currently Louise Thomas (e-mail aberdeen.admin@spe-uk.org).

3.4.3 Section Accountant

Due to the volume of financial transactions, the Aberdeen Section employs a part-time Section Accountant (who is also an SPE member and is the Section Treasurer) whose duties include maintaining the Section accounts and paying individual bills.

The Treasurer and Section Accountant is Lorraine Mutch (e-mail aberdeen.accountant@spe-uk.org)

3.4.4 Event Managers

To assist in organising and promoting Continuing Education events, the Board employs an event management company for each event.

At present

- Mearns & Gill act as event managers for most Continuing Education events and the Offshore Achievement Awards. Primary contact is Suzanne Robertson (suzanne.robertson@mearns-gill.com)
- Occasionally different event management contractors are employed to manage an event run in partnership with another organisation where that organisation has a pre-existing relationship with another contractor. An example is the SPE / Sand Management Network event run every two years. This event is currently managed by Dunbar Events as the Sand Management Network employ that company in a support role.

3.4.5 Section Website

To communicate with its members, SPE Aberdeen Section owns and maintains a website www.spe-aberdeen.org .

The website is

- Hosted on the Neil Weightman Digital Media Solutions server.

4. Knowledge Management

4.1 Record Keeping

The Following Records must be kept:

1. Section Board Meeting Minutes including accompanying PowerPoint or other Presentation Material
2. Section Annual Approved Budgets
3. SPE Annual Reports submitted to SPE International
4. Records of all SPE Aberdeen Members Awards recipients – Section, Regional, International
5. Records of all Section Officers
6. Financial Records including VAT Returns
7. All Board Committee Meeting Minutes
8. All Continuing Education Event Committee Minutes
9. Contracts with all suppliers
10. Contracts with all sponsors
11. Memorandums of Understanding

All records are to be kept for the duration of the Society plus legal requirements.

4.2 NextCloud

SPE Aberdeen uses NextCloud to retain information. Each Committee has a dedicated section of the NextCloud Directory.
Committees may have other storage in addition to the NextCloud system.

5. Legal Compliance

This section sets out the legal obligations of the SPE Aberdeen Section

5.1 Annual Financial Report

SPE Aberdeen Section is legally a part of the Society of Petroleum Engineers Europe Limited we are required to provide a financial statement to SPE International each year.

The preparation and submission of this statement is the responsibility of the Treasurer and of the Section Chair.

5.2 VAT Registration

As the SPE Aberdeen Section annual turnover exceeds the VAT registration threshold (£85,000 in 2018), the section is registered for VAT, and is required to submit a quarterly VAT return, and to pay the VAT collected to the UK tax authorities.

The preparation of the quarterly VAT return, and for the associated payment, is the responsibility of the Treasurer.

5.3 Corporation Tax

As the SPE Aberdeen Section usually makes a “profit” in the eyes of the tax authorities, we are required to submit an annual corporation tax return, and to pay the corporation tax to the UK tax authorities.

The preparation of the annual corporation tax return, and for the associated payment, is the responsibility of the Treasurer.

5.4 General Data Protection Regulations (GDPR)

As the SPE Aberdeen Section collects, stores and uses personal data about event attendees, Board and committee members and sponsors, we are required to demonstrate compliance with the General Data Protection Regulations (GDPR).

Four documents are published on our website to demonstrate that we have considered our requirements to store personal data and have taken reasonable steps to protect individual’s data. These documents are

- The “Section GPDR Compliance Document”
- The “Data Audit Form Asset Detail”
- The SPEI Privacy Statement (dated 2013)
- An “Adult and Children Photo video consent form”

These documents are reproduced as attachments



6. Attachments



Attachment 1 SPE International 2020 Fact Sheet

The embedded PDF file and image below contains a one page fact sheet produced by SPE International to describe the key features of the SPE.

[2020 SPE FactSheet version 2](#)

Attachment 2 Financial Approvals Policy

1. Introduction

The purpose of this policy is to provide a set of rules under which all expenditure by the SPE Aberdeen Section is considered and approved.

Its sets out the financial roles and responsibilities of the Committees of the Board, the Executive Committee of the Board, and the full Board Membership.

2. Financial Approval Policy

2.1 Annual Budget

At the start of each Board Year (i.e. in August each year) the Board will consider and approve a budget for the operating year (August to July).

2.2 Budgeted Expenditure

Expenditure by a Committee that is below £1000 and that has been approved in the Annual Budget may be committed to by the individual Committee Chairs or by one of the Chair, Vice Chair, Treasurer or Section Manager.

Expenditure above £1000 that has been budgeted in the Annual Budget must be presented by the individual Committee Chair to the Executive Committee for confirmation and approval prior to commitment.

It is recognised that the budget for each Continuing Education event will include many items in excess of £1000. The Continuing Education Committee chair and Mearns & Gill are authorised to commit to such expenditure as long as it is consistent with the event budget.

2.3 Expenditure not budgeted

A recommendation for any un-budgeted expenditure may be made by any individual Executive Committee member or Board Member, and by any sub-committee of the Board.

All such recommendations for un-budgeted expenditure must be submitted to the monthly Executive Committee Meeting for approval.

Normally the recommendation must include a statement of the results of a vote on the recommendation by the proposing committee, in which at least 75% of the committee members voted.

Any proposal approved by a vote of the Executive Committee becomes a new approved item in the Sections Annual Budget.

It is recognised that the some Continuing Education events will not have been anticipated at the time of the Annual Budget. The Continuing Education Committee chair and Mearns & Gill are authorised to set the budget for each event on condition that reasonable projections indicate that the event will result in a surplus.

2.4 Approval of invoices

Invoices are to be approved in accordance with the following table

Expenditure Item	Who can approve invoices
Any invoice for budgeted or approved or Continuing Education expenditure up to and including £1000 (except as listed below)	<p>Any one of Section Chair, Section Vice Chair, Treasurer or Section Manager.</p> <p>If the Section Accountant is also the Section Treasurer then one additional approval is required.</p> <p>Prior to seeking approval to pay the invoice the Section Manager or the Section Accountant should satisfy themselves that the expenditure was appropriately approved.</p> <p>If the Section Manager or the Section Accountant has any concern relating to any payment, then they should refer the matter to the appropriate Board Committee Chair, or the Section Chair or Section Vice-Chair or Section Treasurer.</p>
Any invoice for budgeted or approved or Continuing Education expenditure over £1000 (except as listed below)	<p>Any one of Section Chair, Section Vice Chair or Section Treasurer</p> <p>If the Section Accountant is also the Section Treasurer then one additional approval is required.</p> <p>Prior to seeking approval to pay the invoice the Section Manager or the Section Accountant should satisfy themselves that the expenditure was appropriately approved.</p> <p>If the Section Manager or the Section Accountant has any concern relating to any payment, then they should refer the matter to the appropriate Board Committee Chair, or the Section Chair or Section Vice-Chair or Section Treasurer.</p>
Any invoice for payments to the Section Manager, Section Administrator, Section Accountant	<p>Any one of Section Chair, Section Vice Chair, Section Treasurer</p> <p>If the Section Accountant is also the Section Treasurer then one additional approval is required.</p> <p>If the Section Accountant has any concern relating to any payment, then they should refer the matter to at least two of the Section Chair, Section Vice-Chair or Section</p>

	Treasurer.
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3. Relevant Information

The following information is provided for clarity, and does not form part of the preceding statement of Policy

The Board has previously approved the following ongoing financial commitments:

- A Letter Agreement with Diane Wood for the provision of Section Management support to the Board. This agreement results in payments relating directly to the time she spends on Board business (plus expenses).
- A Letter Agreement with Louise Thomas for the provision of Section Administrator support to the Board. This agreement results in payments relating directly to the time she spends on Board business (plus expenses).
- A Letter Agreement with 1st Class Bookkeeping for the provision of Section Accountant support to the Board (delivered by Lorraine Mutch). This agreement results in payments relating directly to the time she spends on Board business (plus expenses).
- A series of event-specific Letter Agreements with Mearns & Gill Advertising Ltd to provide event management services.

REDACTED

- A Letter Agreement with Neil Weightman Digital Media Solutions for the preparation and maintenance of the SPE UK web site.

Attachment 3 SPE Aberdeen Section Financial Management Policy

1. Financial Considerations.

1.1. The overall financial objective of the Aberdeen Section of SPE will be to hold a bank balance at the end of each Board year that is capable of

- Sustaining one full year of the scholarship support programme
- Meeting our financial commitments to contractors for six months.

This minimum balance is currently set at £100,000.

This financial objective allows the Board sufficient time to identify any financial problems and to adjust its financial commitments if section income should fall significantly.

1.2. When balance is below £110,000 then all expenditure over £1000 and other disbursements will need Board Approval even if previously approved in the Annual Budget.

2. Income

The SPE Aberdeen Section derives most of its surplus from

- Continuing Education Seminars.
- The Offshore Achievement Awards

REDACTED

3. Disbursement of surplus funds

As a charity SPE is not permitted (by UK charity law) to donate cash to other charities.

3.1. Scholarship Support Policy

The majority of the sections surplus funds have for many years been used to fund scholarships for students studying for oil and gas related undergraduate and master's degree programmes at :-

- The Heriot Watt University (Institute of Petroleum Engineering)
- The Robert Gordon University (School of Mechanical and Offshore Engineering)
- The University of Aberdeen (Departments of Petroleum Engineering and Petroleum Geology)
- The University of Dundee (Centre for Energy, Petroleum and Mineral Law (CEPMLP))
- University of Strathclyde (School of Engineering)

Each year the Student Development committee will determine priorities and invite applications for one or more scholarships.

REDACTED

Students submit a written application, and are invited to attend for an interview prior to awards being made.

In line with the Board Financial Approvals Policy, payments are subject to ratification by the Board in light of the Section's financial resources at that time.

3.2. Non-Scholarship Disbursements.

Other ad hoc sums of money have also been distributed through each Board year. Generally, the process has been:

- A Board member has received a request for support from an organisation.
- The Board member has made a proposal to the Board (usually in the form of a written proposal included in the pre-read for the next Board meeting)
- The proposal has been discussed at the following Board meeting and either approved or rejected.

The Board has generally only supported projects which

- improve science and earth science education for school children under the age of 18.
- enhance the image of the oil industry in the eyes of the general public.
- provide a professional service or benefit to the SPE Aberdeen Section members.

The Board has generally not approved requests for support which

- benefit only a small numbers of people.
- are not oil industry relevant.
- have no perceived connection between the beneficiary and SPE's goals.

The majority of events and activities supported have been educational and "STEM" oriented. Examples include:

- The annual Maths in the Pipeline competition for Scottish schools.
- Aberdeen Science Centre (formerly Satrosphere) in Aberdeen.
- Techfest Science Festival.
- The SPE "energy4me" programme

4. Invoicing

All invoices sent to the SPE Aberdeen Section must

- Be addressed to
SPE Aberdeen Section
PO BOX 18566,
Inverurie,

Aberdeenshire

AB51 1BB.

- Be sent by e-mail to
 - Aberdeen.manager@spe-uk.org
 - Aberdeen.accountant@spe-uk.org
- Include a description of the product or services supplied such that anyone reading the invoice has no doubt about what the invoice relates to. This is to ensure clarity for the Section officers and the external auditor.

Attachment 4 SPE Aberdeen Section Collaboration Policy

1. Collaboration with others.

SPE Aberdeen Section will collaborate with others where there is clear mutual benefit and the collaboration furthers the aims of the Section.

Generally such collaboration will be with

- Other parts of the global SPE organisation, including other sections and SPE International.
- Other professional societies in the oil and gas sector
- Other not-for-profit organisations in the oil and gas sector

Generally the Section will not collaborate with

- Commercial organisations. The SPE is commercially neutral and seeks to avoid any situation where SPE could be seen to be endorsing or supporting any particular commercial organisation.

For clarity, a relationship in which a commercial organisation is sponsoring an SPE activity, or is being paid to deliver a product or service to SPE are acceptable.

- Organisations with no clear linkage to the oil and gas sector

2. Collaboration agreements in place

SPE Aberdeen Section has formal collaboration agreements (referred to as Memorandum of Understandings) with

- The Energy Institute, a UK professional society with an active Aberdeen branch.
- Institute of Mechanical Engineers Aberdeen Branch
- EIC
- DECOM NS
- Institute of Measurement and Control
- ICOTA

Attachment 5 SPE Aberdeen Section GDPR Compliance

What data do we collect?

The person's name, email address, and telephone numbers, company name and, if they are an SPE member, their membership ID number.

Where do we store the data?

Emails, event spreadsheet documents, event databases, backups, email lists

How do we protect and document the data we have?

4 individual computers that are password protected and all have anti – virus software with internet protection installed on each computer.

How long do we plan to keep the data for?

Up to 2 years. This is because some events are held every two years.

Do we have a function/ reason for every piece of data we collect?

Name, email address and a contact number: to contact a person in connection with the event – including sending a reminder that they are a registered attendee that the event; providing updates on venue/time updates, advising if event is cancelled; contacting the attendee to ask for payment for the event registration if they do not pay online and other communications pertaining to the event. In addition we wish to advise the individual when the next event is going to be held.

What is the process if someone asks to be removed from our records?

The person should contact the Section Manager Diane Wood by email. The Section Manager is also our Data Controller.

Attachment 6 SPE Aberdeen Section GDPR Compliance Audit Form 2018

Data Audit Form	
Type of Data	Contact details and company name.
Description of data	<p>Name, address, phone number and email address, company name and (where relevant) their SPE membership number.</p> <p>Data relates to conferences, technical meetings and operational meetings of the SPE Aberdeen Section.</p>
Employees responsible for Data Collection	Diane Wood, Louise Thomas, David Lewis and Lorraine Mutch
Person responsible for Data Processing	Suzanne Robertson – SPE Continuing Education events manager.
What does the Data Processing Team use the data for	Used in managing conferences, meetings and similar events, including making delegate lists, name badges and providing event updates and other Continuing education event related information.
Date of consent to hold data	<p>When the individual registers to attend an event.</p> <p>When the individual agrees to receive information on board meetings, minutes and posters to advertise a Technical meeting event.</p>
Where the data is stored	On the computers of Section Manager, Section Accountant, Section Administrator and Section events managers.
Source of the data	<p>From registering on the website for events and from attending events not booked via the website.</p> <p>From agreeing to join individual Board and committees related to the SPE Aberdeen Section.</p>
Purpose of the data	To enable the section to contact the registered attendees with updates on venue/times and reminders that the

	event is going ahead. Also to contact them for the next event.
How the data is protected in its storage	Password protected on each individual computer. No public access.
Usage restrictions	Only to be used for sending out event information, minutes of board meetings and updates on events and new events
Usage rights	Only to be used by Section Manager, Administrator, event manager, website manager and accountant.
Usage frequency	As and when the events are taking place
Retention period	2 years as some events are every two years. Consent renewed every year for Board and committee members
Privacy Statement	This will be a Privacy Statement on the SPE Aberdeen Section website. This audit template document will also be added as a link to a PDF.
Comments	The website is all PCI-DSS (Payment Card Industry Data Security Standard) compliant.

Attachment 7 SPE International Privacy Policy 2020

Introduction

This privacy policy ("Policy") describes the information practices regarding how the Society of Petroleum Engineers ("SPE"), through its affiliated corporate entities, collects, uses, discloses, or transfers the Personal Information that you share with us or that we collect about you when you become an SPE member, attend one of our events, visit our websites, or use our mobile applications.

We care about the protection of your Personal Information and this Policy also describes your data subject rights and choices regarding the Personal Information that you provide to us. Please read this Policy carefully before providing Personal Information to SPE.

Key Terms

It would be helpful to start by explaining some key terms used in this Policy:

We, us, our, SPEI	Society of Petroleum Engineers (SPE), Inc.
Personal Information	<p>Any information relating to an identified or identifiable natural person.</p> <p>An 'identifiable natural person' is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person."</p>
Special category Personal Information	<p>Personal Information revealing racial or ethnic origin, political opinions, religious beliefs, philosophical beliefs or trade union membership</p> <p>genetic and biometric data; and</p> <p>data concerning health, sex life or sexual orientation</p>

Group Company Structure

Society of Petroleum Engineers (SPE), Inc. is the Data Controller for the purposes of the European Union General Data Protection Regulation (“GDPR”). Society of Petroleum Engineers Europe Limited is a wholly-owned subsidiary of SPEI and is the place of central administration for SPE in the European Union (“EU”) and as such is the “Main Establishment” for SPE in the EU. SPEI is located at 222 Palisades Creek Dr., Richardson, TX 75080-2040 USA.

SPE is a non-profit organization established to collect, disseminate, and exchange technical knowledge and to provide information-sharing opportunities concerning the exploration, development, and production of oil and gas resources for the public benefit. Integral to our mission is the facilitation of opportunities for energy professionals to enhance their technical and professional competence through education and networking events. We further offer opportunities for networking and education through our volunteer program which helps members enhance engineering skills and increase knowledge while sharing their expertise with others.

Accordingly, the Personal Information that we collect in furtherance of these objectives enables us to provide timely and relevant information and content based on individuals’ technical interests and geographic locations. This Policy will provide information regarding your choices and rights regarding how we use this Personal Information.

The scope of this Policy includes Personal Information collected through SPE websites and subdomains, SPE mobile applications, events, conferences, workshops, symposia, customer service call centers, email correspondence, and any offline mechanisms including paper-based correspondence and forms. Additionally, the scope of this Policy includes Personal Information submitted to SPE in pursuance of employment opportunities. Separate privacy policies exist for SPE employees, where appropriate. Some SPE affiliates may have their own privacy policy.

Collection of Personal Information

Personal Information that we collect directly from you

General - We collect Personal Information such as your address, email, telephone number(s), and other contact demographic and billing information.

Pursuing Employment at SPE - We may receive Personal Information from you including, but not limited to, resumes, CVs, cover letters and other correspondence when you provide this information in pursuance of employment at SPE.

Visiting Our Website - You may visit our website without registering. However, in order to provide you with personalized content, both members and non-members may register a profile on SPE.org. This Personal Information is provided by you on a voluntary basis and can be modified at any time by accessing your profile, contacting customer service (service@spe.org), or through any of the communication channels lists under Contact Us at the bottom of this policy. To have Personal Information permanently deleted, contact privacy@spe.org. Personal Information collected for your profile includes, but is not limited to, your name, address, email, employment, education, and technical discipline information. We also ask for your birthdate for identification purposes. If you are a member, further Personal Information collected includes information regarding your member section or chapter, activities, and attendance.

SPE Membership - Personal Information is collected during the application process and is required for membership. If your employer is paying for your membership through SPE's Bulk Dues program, some of this Personal Information may be provided directly by your employer. Personal Information that is collected through the membership application process includes name, contact information, phone number, email address, physical address, employer, job title, education information for students and recent graduates, and date of birth.

Education, Events, and Publications - In order to provide you with the most relevant information based on your technical discipline, geographic location, and specified event and publication interests, the [preference center](#) has been established to enable you to voluntarily provide additional information to tailor the information that is provided to you. Members and non-members can access the [preference center](#) and change or delete any information that has been provided as well as to change preferences. Additionally, all SPE newsletters and correspondence will provide you with a link to unsubscribe if you no longer prefer to receive future correspondence of this type. You may choose to opt out of receiving newsletters and other correspondence by email; however, please note that SPE may still process this Personal Information to contact you in connection with SPE official business where we are not relying on your consent for the processing. We also collect information that you voluntarily provide us when you register for an event or purchase an item from our bookstore. Personal Information can be collected on an order form, an event registration form, or in another manner when information is requested or products and services purchased from SPE. SPE collects contact information (address, phone number, etc.), payment information (an account or credit card



number), and other information. This information is used to fulfill orders and to contact the customer as necessary.

Networking and Volunteering - SPE members are provided with additional opportunities for education and professional growth through networking and volunteer opportunities. In order to maximize the opportunity for SPE members and professionals, additional Personal Information may be requested in order to facilitate the coordination of the networking event and volunteer role. This information is voluntarily given by you.

Exhibition, Advertising, and Sponsorship Opportunities - We may collect Personal Information that we receive from you in connection with and for opportunities for you and/or the companies for which you work. These opportunities include exhibition, advertising, and sponsorship opportunities at our events and in our publications, as well as scholarships and awards for members.

Contacting Customer Service or Other SPE Departments - We may collect Personal Information when received from you when you contact Customer Service or any other SPE department. This information will be used to address any customer service, membership, or other SPE-related issues.

Personal Information that we automatically collect

Internet Protocol (IP) Address - SPE.org automatically records the IP address of your computer when you access the site as well as the time and date of access. This information does not identify you personally, nor does it contain your name or email address.

Geolocation Information - When you visit our website, it is crucial for us to provide you with geographically-relevant information. Therefore, your IP address is collected, in order for us to serve you content regarding membership, events, and other content specific to your geographic region. If you do not want this geolocation information to be collected, please use Private Browsing or a proxy setting when visiting any SPE website.

Website Usage - Additionally, we use a third-party vendor to track our SPE website usage traffic. Personal information is collected via third-party cookies, but the information is provided back to SPE in aggregate form only. This enables us to continue to analyze our web content and usage patterns while keeping the information anonymous within SPE. Furthermore, this information is kept in server logs that are separate from customer personal information for further protection. We may also track certain Personal Information using third-party analytics providers.

Cookies - We use cookies to provide personalized advertising and services on SPE's and others' websites, to personalize content, and to ensure you receive the services to which you have subscribed. Personalized advertising displayed on others' websites can only be controlled through internet browser cookie settings or social media settings. More about our cookies and how to disable them can be found in our [cookie policy here](#).

Personal Information that we may collect indirectly

Recruitment and Employment - We may use public resume-hosting websites to obtain resumes or CVs for positions that SPE seeks to fill. We also receive resumes and CVs from staffing agencies, college career centers, employee referrals, through internal websites, and other submissions through the externally-facing SPE website. This Personal Information is processed as appropriate for the job opening and retained for a period of no longer than one year.

Third-Parties - While it is not our practice to buy details from external providers of marketing lists, there may still be occasions where we receive data about you from a third-party.

Special Category Personal Information

It is not our intention to collect or process Special Category Personal Information. However, if we believe that it is necessary, we will only do so with your explicit consent.

How We Use your Personal Information

Under the GDPR, we can only use your personal information if we have a proper reason for doing so, e.g.:

- to comply with our legal and regulatory obligations;
- for the performance of our contract with you or to take steps at your request before entering into a contract;
- for our legitimate interests or those of a third-party; or
- where you have given consent.

A legitimate interest is when we have a business or commercial reason to use your information, so long as this is not overridden by your own rights and interests.

In more detail, we process certain types of Personal Information for the reasons below:

General - We use Personal Information about our members, customers, and attendees of our events in order to provide these individuals with services and goods in performance of our contract with them.

IP Address - SPE uses your IP address to personalize information to the location from which you are browsing, for the purpose of diagnosing problems with the SPE server and to administer the website, or for some corporate subscribers, to determine access rights.

SPE Membership – SPE uses Personal Information in support of and to provide members with information in connection with their membership and with goods and services in which they have an interest, such as the *Journal of Petroleum Technology*® magazine, as well as catalogs and promotions of publications, events, and other products and information of interest to you. We have a legitimate interest in processing Personal Information for these reasons.

SPE uses location information in order to identify the member's section or chapter that is in your geographic location. Date of birth is used for the purpose of account security verification, access to age based programs, and qualification for available discount programs. Credit card information may be collected and provided to a payment processor in order to facilitate billing but is not stored. We have a legitimate interest in processing Personal Information for these reasons.

Events - The Personal Information SPE collects is used to allow SPE to communicate with you regarding an event, process your transaction effectively and efficiently, and plan future events, programs and services to better serve you. We have a legitimate interest in processing Personal Information for these reasons.

Email Marketing – When you first registered a profile with us, we asked you whether you would like us to email you selected SPE promotions about material goods and services, such as events, programs, and publications. If you opted in to receiving email promotions, we may share your Personal

Information with companies such as Google, LinkedIn, Facebook, etc., so that our promotions may be displayed to you on their websites. We rely on your consent to sending you these promotions.

If at any stage you wish to opt-out of receiving these promotions, please either go to the preference center and opt-out of the specific items you wish, or email us at privacy@spe.org to remove your name and email address from this database.

Interest-Based Advertisements – We sometimes work with third-party online advertisers (Google, LinkedIn, and Facebook) to serve relevant advertisements to you. This type of advertising is known as interest-based advertising. We may also affiliate with other companies that serve advertisements on behalf of us and these affiliated organizations on non-affiliated websites.

To learn more about interest-based advertising and how to opt-out of this form of advertising by companies participating in the Digital Advertising Alliance self-regulatory program, please go to <http://www.aboutads.info/choices/>.

To learn more about the advertising settings of these websites individually, please visit their websites.

- To opt-out of Google Analytics and Google-served advertising, visit: <http://www.google.com/settings/ads>. You may also use the Google Analytics Opt-out Browser Add-On to prevent data from being collected and used by Google Analytics: <https://tools.google.com/dlpage/gaoptout>.
- To opt-out of advertising shown on Facebook, visit: Facebook: <https://www.facebook.com/help/568137493302217>.
- To learn more about LinkedIn's advertising preferences, visit <https://www.linkedin.com/help/linkedin/answer/62931/manage-advertising-preferences?lang=en>. To review and update your advertising preferences, visit: <https://www.linkedin.com/psettings/advertising>.

Exhibition, Advertising, and Sponsorship Opportunities - We use Personal Information that we receive from you in connection with and for exhibitions, advertising, sponsorship, and other opportunities for you and/or the companies for which you work to facilitate the opportunity and to offer you additional opportunities. We have a legitimate interest in processing Personal Information for these reasons.

Pursuing Employment at SPE – Personal Information collected in pursuit of employment is used solely in connection with employment applications. Resumes and CVs are kept for up to one year after the position has been filled. We have a legitimate interest in processing Personal Information for these reasons.

How We Share Your Personal Information

General - We do not sell Personal Information to anyone and only share it with third-parties in accordance with this Policy to facilitate SPE business and services or to provide you information on SPE products and services if you have consented to receive such material.

Service Providers - We work with carefully selected service providers that carry out certain functions on our behalf. These include, for example, companies that help us with technology services, storing and combining data, processing payments, and delivering orders. We only share personal data that enable our service providers to provide their services.

- **Hosted or Cloud-based (SaaS) Applications** - We may use various third-party service providers who provide hosted or cloud-based (SaaS) applications. While we process your information using the tools on these third-party hosted sites, those third-parties do not access your Personal Information.
- **Third-Party Processors** - We may use vendor partners to whom we provide your Personal Information in order to process it on our behalf, such as payment processing companies. These companies are carefully selected and do not have access to your Personal Information beyond the processing that we have defined for them. We also require these third-party processors to contractually agree to abide by our data protection and security requirements.
- **Third-Parties with Joint Responsibility** - We have partners with whom we share your information for various services for which we have joint responsibility. Based on each processing situation, you may be asked to provide consent to one or both of us.

SPE Membership - SPE shares member Personal Information with data processors to facilitate membership activities related to join/renewal, dues payment, and profile updates.

Events and Purchases - We share your Personal Information to facilitate events that you choose to attend, exhibit, or sponsor; including sharing your Personal Information with hotels, catering companies, and payment processors. Attendee Personal Information allows data processors to provide relevant marketing material for a specific event and insightful reporting to SPE Staff. Exhibitor Personal Information is provided to vendors to enable event facilitation.

Personal Information related to any transaction or purchase that you have made (such as a purchase from our bookstore, event registration, or membership dues) is reconciled with a data processor.

Education and Publications – We share Personal Information of members with data processors in order to facilitate learning opportunities through avenues that are self-driven (Competency Management Tool), fostered in relationships like eMentoring, and enriched in crowd-sourced industry knowledge like SPEConnectSM (online communities).

The Personal Information of authors is carefully gathered during the publication process and shared with data processors in order to build out a comprehensive library of content for purchase or download on OnePetro® online library. Photos of speakers and event attendees are sometimes made available publicly in online/print materials for promotional purposes and/or to recognize those individuals.

Networking and Volunteering - When you become an SPE member, you will be assigned to either a regional section or student member chapter. The Personal Information that you provided through the application process may be provided to the section/chapter officers for the purpose of involving you in the membership activities of that specific section/chapter. All section/chapter officers are required to read and abide by the [Section Officers Resource Center](#) guidelines, which include information regarding the requirements for the protection of your Personal Information. Your Personal Information is not shared beyond that specific member section/chapter. SPE may also provide access to Personal Information to an SPE committee, SPEConnectSM, or section officers in the interest of networking.

SPE shares member Personal Information with data processors to facilitate an entire volunteer program. Members who choose to volunteer can provide additional Personal Information at the time of signing up.

SPE's online directory provides access for members to contact other members through SPEConnectSM. Members can choose to exclude their Personal Information from the directory at any time. Members manage their *Privacy Settings* through their SPEConnectSM profile under the *My Account* option.

Security and Third-Party Links

Security - The security of your Personal Information is important to us, but remember that no method of transmission over the Internet or method of electronic storage is 100% secure. While we strive to use commercially acceptable means to protect your Personal Information, we cannot guarantee its absolute security. As such we make no warranties as to the level of security afforded to your data, except that we will always act in accordance with the relevant laws and regulations. We will ensure that in our contracts with data processors we are given all appropriate guarantees as to the use and security of your Personal Information and that the Personal Information may not be processed other than in accordance with our instructions.

It is important that you keep your SPE data and account profile information private in order to further protect your Personal Information.

Third-Party Sites - SPE links to third-party sites. These sites contain privacy statements that govern the use of your Personal Information when you are using their websites. SPE does not have any responsibility regarding the processing of your Personal Information on these external websites. Please be sure to review the privacy policies on these third-party websites before sharing your Personal Information with them.

Data Retention

We retain your personal data only for as long as is necessary to accomplish the purpose for which it was originally collected (or as otherwise set forth in this Policy) – unless we are required to hold the information in order to meet additional legal or regulatory requirements.

Personal Information provided for membership applications and renewals will be retained in order to communicate renewal opportunities for a period of at least 20 years of lapsed membership. We will not retain any more Personal Information than we need to identify if and when you were formerly a member of SPE. You always have the right to request us to delete your record entirely (see below).

Your Choices and Your Rights as a Data Subject

You have the right to obtain from SPE confirmation as to whether or not we hold Personal Information concerning you in our databases. You have the right to access any Personal Information that we hold on you (with certain restrictions) and, in addition, the rights below:

Access	The right to be provided with a copy of your Personal Information (the right of access)
Rectification	The right to require us to correct any mistakes in your Personal Information
To be forgotten	The right to require us to delete your Personal Information—in certain situations
Restriction of processing	The right to require us to restrict processing of your Personal Information—in certain circumstances, e.g. if you contest the accuracy of the data
Data portability	The right to receive the Personal Information you provided to us, in a structured, commonly used and machine-readable format and/or transmit that data to a third-party—in certain situations
To object	The right to object: —at any time to your Personal Information being processed for direct marketing (including profiling); —in certain other situations to our continued processing of your Personal Information, e.g. processing carried out for the purpose of our legitimate interests.
Not to be subject to automated individual decision-making	The right not to be subject to a decision based solely on automated processing (including profiling) that produces legal effects concerning you or similarly significantly affects you

Transferring Data from the EU to the US

We have our main office in the United States (“US”). Personal Information that we collect from you will be processed in the US. We collect and transfer Personal Information to the US only with your consent, to perform a contract with you, or fulfill a legitimate interest of SPE in a manner that does not outweigh your rights.

Children’s Privacy

SPE services are not designed to target children under the age of 16, and we do not knowingly collect Personal Information from children under the age of 16. If we become aware of Personal Information that was inadvertently obtained from children under the age of 16, we will eliminate this Personal Information immediately from our databases.

Changes to This Policy

This Policy was last updated on the date indicated below. Your continued use of the SPE services after any changes or revisions to this after any changes or revisions to this Policy shall indicate your agreement with the terms of such revised Policy.

This Policy has been updated and is in effect as of August 23, 2018. SPE reserves the right to change or update this Policy from time to time so please check back regularly to keep informed of updates.

Contact Information – Questions, Concerns or Complaints

If you have any questions or concerns, you can contact us:

- (a) by general mail at one of the addresses listed below
- (b) using our website contact form
- (c) by telephone at the telephone numbers listed below
- (d) by email, using privacy@spe.org.

Society of Petroleum Engineers
222 Palisades Creek Dr.
Richardson, TX 75080-2040 USA
Tel. +1.972.952.9393 or
1.800.456.6863
(Toll-free in the USA and Canada)

Society of Petroleum Engineers
Europe and Sub-Saharan Africa
Office
Fourth Floor West
2 America Square
London EC3N 2LU
Tel. +44.20.7299.3300

Data subjects in the EU are encouraged to contact our London office regarding questions, concerns, or interests in exercising data subject rights as per the GDPR. We hope that we can resolve any query or concern you raise about our use of your information. If not, contact the Information Commissioner at ico.org.uk/concerns/ or telephone: 0303 123 1113 for further information about your rights and how to make a formal complaint



Attachment 8 SPE Aberdeen Section Adult Photo / video consent form

We would be grateful if you would fill in this form to give us permission to take photos/videos of you and or your company at this event and to use these in our printed and online publicity.

I give SPE Aberdeen Section permission to take photographs and / or video of me or that I might appear in.

I consent to the SPE Aberdeen Section using the images resulting from the photography / video filming set out below, and any reproductions or adaptations of these images for the purposes of fundraising, publicity and promotion in support of the SPE Aberdeen Sections aims and objectives.

This specifically includes (but is not limited to), the right to use images in SPE Aberdeen Section printed and online publicity material, press releases, social media and in funding applications.

Name	
Company	
Event where photographs / videos will be recorded	
Signature	
Date	