

Middleton Archaeological Society

Data Protection Privacy Policy

1. Introduction

Local societies are required to have a policy on why members' personal information is collected, how it is used and stored. The purpose of this policy is to comply with the Data Protections Acts.

2. Why do we collect your personal information?

- To record a list of members and manage subscription payments
- To communicate information on meetings, field trips and other matters of interest to members

3. What information do we hold?

- Members' Names, Postal and Email Addresses and Telephone numbers.
- Speakers' organisations contact details

4. Who uses this data?

- Committee members
- The Data Controller is the Chairman
- The Data Processors are the Treasurer and the Secretary (speakers)

5. Where is this information stored?

- Electronic and paper records held by the Chairman, Treasurer and Secretary. These officers will keep members' contact details confidential and not share them with third parties without the permission of the individuals.

6. Types of data

- Electronic spread sheets with members' contact details
- Membership forms and Gift-aid request

- emails & Correspondence
- Photographs of individuals. Website & Facebook

7. Consent for data collection & storage

- All members of are asked for their personal details and for their consent to store this information.
- This privacy notice is displayed on the website (www.middletonas.com) and a copy is given to all prospective members.

8. Retention of Personal Information

- Members' personal information will be stored as long as they are members.
- If a member should leave the Society this information will be destroyed following an annual review of membership records. Members failing to pay their subscription will be assumed to have left.
- If an ex-member wishes to continue to receive communications from the society their details may be held until they ask for this to discontinue.
- Other records will be stored only for as long as it is necessary. For example speakers may be asked to return to give a further talk.

9. Rights of individuals

The GDPR includes the following rights for individuals:

- the right of access;
- the right to rectification;
- the right to erasure;
- the right to restrict processing;
- the right to object.

Membership Details

Name(s).....

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Address.....

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.....Post Code.....

Email.....

Telephone.....Mobile.....

The information disclosed on this form will not be used for any purpose other than communicating information regarding to the member(s) listed on this form. The information will be kept in a confidential manner and will not be shared with third parties, unless this is required to manage special events. In the event of a member not renewing his/her membership, their details will be removed from the database. For full details, please see the Society's Privacy Policy. I/we consent to my/our personal details to be stored and managed by, as declared in the Society's Privacy Policy. I/we prefer to be contacted by:- email post telephone (Please circle preference)

Signature(s).....

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Please return to: *(Enter return details here)*

If a reply is not received within one month of this communication, it will be assumed that you are happy for us to retain your details.