



## **Privacy Statement**

Altogether Archaeology(AA) is a community archaeology group which aims to engage its members and local communities in fieldwork and research in order to expand our knowledge, understanding and appreciation of the archaeological heritage of the North Pennines.

We are a membership organisation and seek to provide opportunities for our members and supporters to increase their knowledge of archaeological methods and practices through education, research, fieldwork and training.

AA works to involve people in the archaeological heritage of the North Pennines in a variety of ways including opportunities to participate in fieldwork on a range of archaeological sites, joining guided walks to sites of archaeological interest, attending talks and lectures, taking part in skills development workshops, and attending social events.

We are committed to protecting the privacy of our members and supporters. This privacy statement sets out the way we collect, store and process your personal information in accordance with current UK data protection legislation (the Data Protection Act 1998 and the General Data Protection Regulation (GDPR)).

This policy may be updated from time to time to ensure we continue to provide you with accurate information.

### **What is personal information?**

When you join Altogether Archaeology or take part in our activities we will collect personal information from you.

Personal information is information that can be used to identify you. The information we collect includes your name, title, postal address, email address and telephone number. We also record the category of membership you apply for and when your subscription is paid. In addition, when you take part in fieldwork or join a guided walk we may ask you to provide the name and telephone number of a person (usually a relative or friend) who can be contacted in case of emergency. This information will only be retained until this activity is completed and is then deleted.

### **What is the legal basis for collecting your information?**

AA only collects personal information to enable us to carry out our legitimate interests, to fulfil our obligations to our members and to comply with legal requirements.

Our legitimate interests are:

- Fulfilling our duty to members and supporters.
- Informing members of AA's activities and the opportunities that these provide for members and supporters.
- Working to improve and develop new and existing activities, services and products.
- Fundraising and promotion of the interests of the group.
- Handling enquiries and complaints
- Complying with legal requirements and regulations.

## How do we use your personal information?

Your personal information will only be accessed by members of the AA committee and authorised volunteers if it is appropriate in order for them to perform their role.

We may use your information in a variety of ways including:

- To process your membership of AA.
- To send you information about the latest AA news, projects and events via email.
- To update you on information available via the AA website, including our e-newsletters.
- To notify you when general meetings of AA are to take place.
- To send you information about the governance of the group.
- To update your information.
- To send you information about volunteering opportunities and fundraising.
- To seek feedback from you on the events and services that AA provides.

We will not sell or pass on your personal information for other organisations to use for their own purposes.

We will share your information when we are legally obliged to at the request of a government or law enforcement authority.

We will only share your information, when necessary, with third party services or contractors when we have asked them to carry out a service on our behalf for purposes such as supervising or directing archaeological fieldwork, communications or research. Your information will not be used for by a third party for any other purposes and will be deleted as soon as the service has been fulfilled.

## Communication

We will only contact you for marketing communications if you have told us that we can.

You can find out what personal information we hold about you and update your personal information by contacting us at [membershipsec@altogetherarchaeology.org](mailto:membershipsec@altogetherarchaeology.org).

You can request the removal of your personal information from our records at any time by contacting us at [membershipsec@altogetherarchaeology.org](mailto:membershipsec@altogetherarchaeology.org).

## Security

AA takes the security of our members' and supporters' personal information very seriously and we take appropriate steps to ensure your data is securely stored.

Only authorised people are able to access your personal information and all information is transferred using secure processes. Our processes and systems are regularly reviewed to ensure they remain secure.

We only hold personal information for as long as it is necessary for us to administer our relationship with you.

If we dispose of your information it will always be done securely.

## **Further information**

If you have any questions about AA's privacy policy and your rights, please contact us at **[altogetherarchaeology@gmail.com](mailto:altogetherarchaeology@gmail.com)**.

For further information about data protection and your rights please visit the Information Commissioner's Office at <https://ico.org.uk/>

March 2018