



# Southampton Archaeology Society Privacy Statement

(As required by the General Data & Protection Regulation)

## **Our contact details**

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## **The type of personal information we collect**

We currently collect and process the following information:

- Personal details for membership administration: new members are requested to complete a membership application form (see website homepage [www.southamptonarchaeology.uk](http://www.southamptonarchaeology.uk) for the up-to-date details required)
- Personal details of committee members: details of contact points for committee members are published on the website and newsletters held within the website
- Personal details of newsletter content providers are published in the newsletter to enable recognition of their efforts
- Personal details of volunteer and sub-contracted archaeological excavators and finds processors, together with emergency contacts and their details to ensure contacts available and consents given for health & safety purposes as required under the Health & Safety Act 1974
- Personal details of non-members booking SAS events enabling event information to be sent to them.

## **How we get the personal information and why we have it**

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- Information is provided for the maintenance of contact for the provision of event and activity information
- We do not share this information with other organisations.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:



- Your consent. You are able to remove your consent at any time. You can do this by contacting [southamptonarchaeology@gmail.com](mailto:southamptonarchaeology@gmail.com)
- Our legal obligation.

### **How we store your personal information**

Membership information is securely stored on a personal computer.

We keep personal information relating to member contact on that system for the duration of membership. We will then dispose of your information by record deletion.

### **Your data protection rights**

Under data protection law, you have rights including:

- Your right of access - You have the right to ask us for copies of your personal information
- Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete
- Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances
- Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances
- Your right to object to processing - You have the right to object to the processing of your personal information in certain circumstances
- Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at [southamptonarchaeology@gmail.com](mailto:southamptonarchaeology@gmail.com) if you wish to make a request.



## **How to complain**

If you have any concerns about our use of your personal information, you can make a complaint to us at [southamptonarchaeology@gmail.com](mailto:southamptonarchaeology@gmail.com).

You can also complain to the Information Commissioner's Office if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>