

# WARG - for Winchester Archaeology & Local History: Privacy Statement

(As required by the General Data & Privacy Regulation)

## **Our contact details**

Name: Kim Batten (role: WARG Secretary)

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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 an application form (see website homepage [www.warg.org.uk](http://www.warg.org.uk) for the up-to-date details required) containing information enabling information to be sent to them on forthcoming events and activities of interest to them.
- Personal details for 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 volunteers 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 attendees at society events (such as walks, visits and picnics), 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.

## **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 use the information that you have given us in order to ensure you are kept up to date with relevant local events and activities
- We use this information to comply with legal requirements, including the Health and Safety at work Act, and to comply with our insurer's requirements.
- We do not share this information with 3<sup>rd</sup> party organisations, apart from where it is requested by a 'competent authority' for specific law enforcement purposes as per Part 3 of the Data Protection Act 2018.

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: [membership@warg.org.uk](mailto:membership@warg.org.uk) Note - where consent for storage of personal data removal is requested, this may make your membership void (this does not detract from your lawful rights).
- Where we may have a legal obligation to hold personal data relating to our own financial records, for administration of WARG or for managing the health and safety of our members and people attending the events or excavations/fieldwork.
- Where we have legitimate interest to use data to contact our members and manage our organisation such as, but not exclusively, marketing of events.

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

### **Membership (Full)**

Your information is securely stored in an offline data base (OCM) on a server provided by Online Youth Manager Ltd.

We keep personal information relating to member contact on that system for the duration of membership, with an annual review in April of each year. We will then dispose your information by record deletion. Information relating to financial transactions is retained for 7 years to ensure evidential compliance or information required to manage the society.

Details of their GDPR compliance and policies regarding the management of clients' data records can be found at <https://www.onlineclubmanager.com>. Should the relationship with Online Youth Manager Ltd. be terminated, the society will seek evidence that the data records have been destroyed within three months of termination of the contract.

### **Excavation/Fieldwork Membership**

Your information is securely stored in an offline data base held by the membership secretary, in line with GDPR data storage requirements. This information may be shared with the fieldwork/excavation management team on a need-to-know basis for planning management and safety reasons. Such shared information is deleted once the fieldwork/excavation is completed.

We keep personal information relating to volunteers contact in the database for the duration of the excavation/fieldwork, and for up to two calendar year after the end of the fieldwork. We will then dispose your information by record deletion/destruction. Information relating to financial transactions is retained for 7 years to ensure evidential compliance or information required to manage the society.

Hard copy personal data, including signing in sheets and emergency contact/medical information is kept onsite for the duration of the excavation/fieldwork, in compliance with the Health and Safety at Work act and our insurer's. All hard copy documents containing personal details are thereafter destroyed (via shredding) a maximum of 3 calendar months after the end of the fieldwork/excavation.

Where fieldwork/excavation members thereafter become full members, their personal data will be transferred and held as per the 'Membership (Full)' section stated above.

## **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 [membership@warg.org.uk](mailto:membership@warg.org.uk) 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 [secretary@warg.org.uk](mailto:secretary@warg.org.uk).

You can also complain to the ICO 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  
SK95AF

Helpline number: 0303 123 1113 ICO website: <https://www.ico.org.uk>