



Data Protection Policy 2018

1. About this Policy

- 1.1. This policy explains when and why we (Wing Heritage Group) collect personal information about our members, how we use it and how we keep it secure and members rights in relation to it.

- 1.2. We may collect, use and store your personal data, as described in this Data Protection Policy and as described when we collect data from Group members.

- 1.3. We reserve the right to amend this Data Protection Policy from time to time without prior notice. You are advised to check our website www.wingheritage.org regularly for any amendments. We will not share your personal data with any third parties without your prior consent (which you are free to withhold) except where required to do so by law or as per paragraph 5.2 below.

- 1.4. We will always comply with the General Data Protection Regulation (**GDPR**) when dealing with your personal data. Further details on the GDPR can be found at the website for the Information Commissioner (www.ico.gov.uk). For the purposes of the GDPR, The Group chair will be the “controller” of all personal data we hold about group members.

2. What information we collect and why.

Type of information	Purpose
Member's name, address, telephone numbers, e-mail address	Managing the Member's membership of the Group. It also allows the Group to tell members of upcoming events and send out newsletters and renewals. Telephone numbers will only be used as part of organising archaeological events.
Outside agencies' names, addresses, email addresses, phone numbers.	So that the club can call on experts in the field of archaeology to allow them to inform the Group on reports and other skills not held within the Group.

3. How we protect your personal data

The Data Controller will process membership and information electronically and hold all information on a database on a secure computer. A backup of this information will be held on a “cloud”. Membership forms will be held in a secure cabinet. A copy of the database or information from the database may be held securely by another member of the General Committee with the General Committee’s approval.

3.1. Please note, however, that transmission of information over the internet can never be guaranteed to be 100% secure.

3.2. For any on line payments which we take from members we will use a recognised online secure payment system.

3.3. We will notify members promptly in the event of any breach of your personal data.

3.4. We will never sell or pass on your personal data.

4. How long do we keep membership and other information?

4.1. We will hold members’ personal data on our systems for as long as they are a member of the Group. We will review personal data every year to establish whether we are still entitled to process it or not.

5. Members’ rights

5.1. You have rights under the GDPR:

5.1.1. to access your personal data;

5.1.2. to be provided with information about how your personal data is processed;

5.1.3. to have your personal data corrected;

5.1.4. to have your personal data erased in certain circumstances;

5.1.5. to object to or restrict how your personal data is processed.

5.2. You have the right to take any complaints about how we process your personal data to the Information Commissioner:

<https://ico.org.uk/concerns/>

0303 123 1113. Information Commissioner's Office Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF

For more details, please address any questions, comments and requests regarding our data processing practices to the Chair at wingheritage@gmail.com