

BERKSHIRE ARCHAEOLOGICAL SOCIETY

DATA PROTECTION AND PRIVACY POLICY

1. INTRODUCTION

The Berkshire Archaeological Society (BAS) is a charity whose objects are to advance the education of the public in the fields of archaeology and history in the past and present county of Berkshire. In order to advance these objects a programme of lectures and an annual Day School are organised. All members are welcome at these events. BAS also from time to time organises other activities which may include fieldwork projects, walks, visits etc.

BAS members pay an annual subscription which entitles them, among other benefits, to a quarterly newsletter and, after a qualifying membership period, a copy of the Journal on publication. Names, addresses, telephone numbers, and email addresses supplied by the members are recorded in a spreadsheet and retained throughout the duration of membership to enable communication with them.

The Society takes its responsibilities towards its members very seriously and has put in place procedures to protect members' personal data. Members' personal data will be used only for the purposes of managing the business and activities of the Society and will not be passed to any third party or business without the consent of the member.

The person responsible for data protection matters will normally be the Membership Secretary. Officers and members of the Society will have access to the data only in furtherance of legitimate Society business.

2. DATA SECURITY

Member data are supplied on either an Application for Membership form or a Renewal of Membership form, and recorded in a spreadsheet held on a password protected computer by the Membership Secretary. The Membership Secretary retains the paper forms in a file. No other Council members retain any member data except when they are acting as activity leaders (see section 4)

Member data are never accessed on portable devices and are not shared with non-Council members or third parties without the permission of the member.

In 2019 and thereafter membership subscriptions are due in April each year. If a member has not renewed membership by 1st September that person will be deemed to have resigned from the Society and will be removed from the list of paid-up members. Contact details will be retained until the following April when they will be deleted from the records, apart from the name and date of joining which will be retained in perpetuity unless the Society is asked to remove them. Discarded paper records containing personal data will be shredded.

In 2018 members are expected to complete a BAS Communication Consent Form allowing the Society to communicate with them as the member prefers, by email and/or post. Such consents may be changed at any time by notifying the Membership Secretary.

The personal information contained in the member database is for use by the membership secretary and activity leaders for the sole purpose of communicating with members. Certain communications are related directly to BAS membership, such as, contacting new members to welcome them, reminding existing members to renew their membership, sending AGM notices, sending quarterly newsletters and distributing the Journal, and no consent is needed in these cases.

Other communications will respect members' preferences as recorded on consent forms. These may include sending BAS event programmes, distributing monthly news sheets, circulating information about local meetings and archaeological events, notifying forthcoming group activities. These will not be sent if a member does not positively consent to receiving such communications. All bulk email postings will be sent blind copy.

3. TRUSTEES

The Society is managed by a Council of which all but the minutes secretary are Trustees of the charity. In order to manage the Society business effectively their contact details are shared with other Trustees and used for Council wide emails. Trustees must sign a consent form agreeing to the use of their postal addresses, telephone numbers and email addresses for this purpose.

4. MANAGING SOCIETY ACTIVITIES

In order to manage an activity, any prospective activity leader, who is not already a member of Council, needs to sign a consent form which agrees to their personal data being shared with the Trustees as if they were a trustee (see TRUSTEES).

Activity leaders will be approved by the Council by authorising an activity proposal which will include details of the membership data which the Activity leader needs to hold in order to manage the activities they are leading. Note this implies that all project proposals will have a section under the staffing section which addresses this matter.

The activity leader will invite members to join an activity and will give prospective members a consent form giving details of the personal data they need to provide and the use to be made of the data. By supplying the activity leader with the completed form the member agrees to that data being held by the activity leader. Activity leaders will keep copies of the consent forms and the details on them. They will be destroyed when the activity ceases or the member resigns from the Society.

If a member leaves the Society (see section DATA SECURITY) above, the membership secretary will inform all activity leaders who will delete that member's data from their records.

NOTE: The activity sign-on sheets are evidence of who has participated in an event and are kept for insurance purposes. For this reason, these records cannot be changed after the event and will be kept securely in the Society's records.

5. MANAGING NON-MEMBER CONTACTS

The Membership Secretary maintains a short list of local archaeological societies and partners with whom we exchange programmes and newsletters. Data held are the organisation name and the contact name and email address. Consent to continue this practice will be requested and recorded in a spreadsheet.

6. PHOTOGRAPHS

BAS may take photographs of groups of people or individuals to publish on the BAS website, social media, or in publications like programmes or newsletters (online or print) or non-commercial publication in other newspapers or magazines. Where individuals are identified by name within a group, or if an individual is the focus of the photograph, written consent is required, and should be recorded on the BAS Consent Form. If individuals are not identified by name then no consent is required.

7. RIGHTS OF BAS MEMBERS

BAS complies with the new General Data Protection Regulations, and all members have the rights outlined in the legislation. For BAS these rights are as follows:

- The right to be informed – BAS members are provided with a summary of our policy on application. A copy of this Data Protection and Privacy Policy is available on the BAS website.
- The right of access – BAS members can email or write to the Membership Secretary to obtain a copy of their personal data. This will be provided within a month of the date of the request.
- The right to rectification – BAS members can have their data corrected by emailing or writing to the Membership Secretary. This will be done within a month of the date of the request.

- The right to erasure – BAS members have the right to have their data deleted. This will be done within a month of the date of the request.

This document was approved by the Council of the Berkshire Archaeological Society on 15th September 2018.

Signed: