

Merseyside Archaeological Society Privacy Policy

1 Introduction and Context

1.1 Merseyside Archaeological Society (MAS) needs to process certain types of information about its members. It needs to process 'personal data' for a variety of reasons relating to MAS activities. On occasion, this policy may also apply to non-members to – for example - someone giving a talk or presentation to MAS members.

1.2 The legislative framework for this has been the Data Protection Act 1998. However, from 25 May 2018 this was replaced by the EU General Data Protection Regulation which has been enacted as the Data Protection Act 2018 (DPA).

1.3 MAS is a registered charity and is required to meet its obligations under the DPA.

2 Scope

2.1 This policy – as required by the DPA – applies to all personal data handled by MAS, whether held in paper files or electronically.

3 Roles and Responsibilities

3.1 The MAS Council is ultimately responsible for MAS's compliance with the DPA.

4 Rights of MAS members under the DPA

4.1 Under the DPA a member has certain rights which are managed by the membership secretary. A member has a right:

4.2 to be informed. Members receive notice of MAS's obligations under the DPA on the membership form;

4.3 to access their personal information;

4.4 to rectification. Members have a right to have their personal data corrected; and

4.5 to erasure. Members will have their personal data deleted after one year following cessation of membership.

5 Data security and data breaches

5.1 MAS shall process all personal data in a way that ensures appropriate security, including protection against unauthorized or unlawful processing and against accidental loss, destruction or damage.

6 Prohibited activities

6.1 MAS will not disclose a member's personal data to any other person or organization without the consent of that member.

Merseyside Archaeological Society Privacy Notice (for members)

General statement

This privacy notice sets out how Merseyside Archaeological Society (MAS) uses and protects the information supplied by a member on their application form.

MAS is committed to ensuring that your privacy is protected and will only process personal data in accordance with the current data protection legislation. Any personal information you provide to us will only be used in accordance with this privacy statement.

MAS may change this policy from time to time by updating their webpage. You should check this page from time to time to ensure that you are happy with any changes.

Details of how to contact MAS can be found on our website at:
www.merseysidearchsoc.com

Purpose

MAS collects information about members in order to keep them in touch about the Society's activities.

What information is being collected?

MAS only collects names and contact details.
No 'special data' is collected about members, such as religion or sexual orientation.

How is the information collected?

Information is collected via the MAS membership form and stored on a secure database. Paper application forms will be destroyed once they have been scanned, or if a member leaves.

Who will the information be shared with?

MAS may share the data with Council members of MAS to enable distribution of relevant information about the Society's activities.

Retention of data and updating your information

Data is retained while membership is active, but not longer than one year beyond membership lapsing.

Your rights and how to find out what information we hold about you

You have many rights over your data stored by MAS. The most relevant of these are that you have the right:

- to be informed of MAS's obligations concerning personal data;
- to access what information is held;
- to get your data corrected and
- to ensure your data is not kept longer than one year after cessation of membership.