

# Scarborough Archaeological and Historical Society

Registered Charity No. 1108962

## Policy and Procedures

### 1. Privacy

#### Introduction

Scarborough Archaeological and Historical Society (SAHS), is committed to safeguarding your privacy. At all times we aim to respect any personal data you share with us and keep it safe. This Privacy Policy ("Policy") sets out our data collection and processing practices and your options regarding the ways in which your personal information is used.

This Policy contains important information about your personal rights to privacy. Please read it carefully to understand how we use your personal data. We may update this Policy from time to time without notice to you, so please check it regularly.

The provision of your personal data to us is voluntary. However, without providing us with your personal data, you will be unable to receive news, event updates, membership renewal notices and copies of "Transactions", as included in your membership fee.

SAHS will only use your data where we have a genuine and legitimate reason and we are not harming any of your rights and interests. We will never at any time sell, trade or rent your details to third parties.

#### Personal data we collect

We use your personal data to keep in touch with you. We will only ever collect, store and use your personal data when we have an identified purpose and reason to do so.

From time to time we will collect basic personal data about you like your name, postal address, telephone number and email address.

Sometimes, if you are participating in fieldwork for example, we will need to collect other information about you such as your date of birth, gender, any medical condition relevant to the activity and emergency contact details. We will be very clear with you that where we require to collect this information, what our reason for collecting such information is, and we would only do so with your specific consent and permission.

If an accident or incident occurs while you are involved in an activity organised by SAHS then we'll keep a record of this (which may include personal data and sensitive personal data).

#### Why we collect Personal Data

We collect your personal data to enable us to contact you to;

- Perform a contract or for administrative purposes (such as fulfil membership obligations or legal requirements);
- Inform you about our activities or events, provide news updates which may be of interest, obtain feedback, ask for assistance.

How we use your data

a) Administration or contractual purposes

We use personal data for administrative purposes including;

- maintaining databases of our members and supporters;
- fulfilling an order for publications (whether placed online, over the phone or in person);
- sending emails about events, activities and news which may be of interest;
- sending emails requesting assistance for people engaged in historical or other research.

The mailing list unsubscribe is handled by MailChimp; if a member or supporter wishes to opt out of either or both types of email at any time they should click on the link in the email.

#### b) "Transactions"

The SAHS publication "Transactions" is provided as a benefit of our membership. We send it out from time to time by post or hand delivery to all our members (unless you specifically ask us not to).

#### c) Privacy

We will also hold information about you so that we can respect your preferences for not being contacted by us.

### **Processing of data under GDPR**

Under the new data protection laws starting in May 2018 we must have a lawful basis for processing your data for 'direct marketing' purposes. These include:

#### i) Opt-in consent

This is where you have given us express permission to contact you by particular communication channels.

We use opt-in consent to send you the information listed above by mail, hand delivery or email.

#### ii) Legitimate interest

This is where we have identified a genuine and legitimate reason for contacting you, which crucially does not override your rights or interests

We may use legitimate interest to send you relevant information by email.

We respect your right to update the way we get in touch with you at any time.

### **Data retention**

We hold your information only as long as necessary, specific to the type of information held and subject to legal requirements including financial audits and for tax purposes.

If you decide not to be a member of SAHS any more or request that we have no further contact with you, we will keep some basic information in order to avoid sending you unwanted materials in the future.

### **Find out what information we hold on you**

The Data Protection Act allows you to have access to information held about you and, where appropriate, to have it corrected or deleted.

This will be provided to you in writing within 30 days of receiving your request. There is generally no charge to you for provision of this information. For large, complex or repeated requests a reasonable fee may be charged for covering the costs of providing the information.

### **Sharing your information**

SAHS will never at any time sell, trade or rent your details to third parties.

We only disclose information to third parties or individuals when obliged to by law, for purposes of national security, taxation and criminal investigations. If an accident or incident occurs while you are involved in an activity organised by SAHS we may need to share your information with the medical services, police, Health & Safety Executive or our insurers.

### **Children & Young People**

If you are under 18 please ensure you obtain consent from the person who has Parental Responsibility (your parent or guardian for example) before sending any personal information to SAHS.

### **Your rights**

- The right to be informed - This privacy notice outlines how we capture, store and use your data. If you have any questions about any elements of this policy, please contact us.
- The right of access - If you wish to obtain a record of the personal data we hold about you, through a Subject Access Request, we will respond within one month.
- The right to rectification - If we have captured information about you that is inaccurate or incomplete, we will update it.
- The right to erase - You can ask us to remove your personal details from our records.
- The right to restrict processing - You can ask us to stop using your personal data.
- The right to data portability - You can ask to obtain your personal data from us for your own purposes.
- The right to object - You can ask to be excluded from marketing activity.

For more information on your individual rights, please see the Information Commissioner's Office.

### **Our use of cookies**

Our website uses cookies, as almost all websites do, to help provide you with the best experience we can. Cookies are small text files that are placed on your computer or mobile phone when you browse websites.

Our cookies help us:

- Make our website work as you'd expect
- Remember your settings during and between visits
- Improve the speed/security of the site

We do NOT use cookies to:

- Collect any personally identifiable information (without your express permission)
- Collect any sensitive information (without your express permission)
- Pass personally identifiable data to third parties

There are two types of cookie you may encounter when using this site:

First party cookies: these are our own cookies, controlled by us and used to provide information about usage of our site.

Third party cookies: these are cookies found in other companies' internet tools which we are using to enhance our site.

### **Links to other external websites**

SAHS is not responsible for the privacy practices or the content of any other websites linked to our website. If you have followed a link from this website to another website you may be supplying information to a third party.

### **Photography/filming**

We sometimes take photographs or films at events or activities for record, promotion, publicity, evaluation, audit, or review purposes and these may appear in printed material, on our web-site, on Facebook or other social media, broadcast or multi-media. We will not do this without your consent. If you do not wish to be photographed, please tell the event organiser at the time;

