

# **BRIGHTON AND HOVE ARCHAEOLOGICAL SOCIETY**

## **DATA PROTECTION PRIVACY POLICY**

### **Our contact details**

Name: Brighton and Hove Archaeological Society

Our address, phone number and email details can be found on the Charity Commission Website, which is updated from time to time.

### **The type of personal information we collect**

We currently collect and process the following information:

- Names, addresses, email addresses and phone numbers, as provided by the Society Members upon joining the Society, as updated from time to time by them upon information provided by Society Members.

### **How we get the personal information and why we have it**

- The personal information we process is provided to us directly by Society Members at the time of joining the Society, and is updated by them from time to time.
- We use the information that you have given us in order to forward to Society Members the Society's magazine, Flint, the Annual Report and Accounts, other formal notices, our email updates of events and other Society information, and other ad hoc communications from the Society to the Society Members.
- We may share this information only within the Committee to facilitate the sending of communications (for example by email or by post) from the Society to the Society Members.

Under the General Data Protection Regulation (GDPR), the lawful basis we rely on for processing this information is your consent. You are able to remove your consent at any time. You can do this by contacting [membership@brightonarch.org.uk](mailto:membership@brightonarch.org.uk).

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

Your information is securely stored.

We keep your personal information while membership is active and thereafter for up to 5 years. We will then dispose of your information by deleting any emails, data bases and documents received from an applicant which contain personal data.

## 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 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@brightonarch.org.uk](mailto:membership@brightonarch.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 Brighton and Hove Archaeological Society, [membership@brightonarch.org.uk](mailto:membership@brightonarch.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  
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>.