

## Privacy Statement

The Council for British Archaeology Wessex (CBAW) is a registered charity (No. 291902) that promotes the protection of, interest in and enjoyment of the archaeology of Berkshire, the Channel Islands, Dorset, Hampshire, the Isle of Wight and Wiltshire. The CBAW is a membership organisation for individuals and organisations, whether based in Wessex or not.

Membership of the CBAW includes, but is not restricted to, a bi-annual newsletter, a monthly e-newsletter, an annual conference and AGM, walks, weekend tours and study days.

We are committed to protecting the privacy of our members and supporters. This privacy statement sets out the way we collect, store and process your personal information in accordance with current UK data protection legislation (the Data Protection Act 1998 and the EU General Data Protection Regulation (GDPR)).

This statement may be updated from time to time to ensure we continue to provide you with accurate information about your personal information.

### What is personal information?

We will collect personal information when you or your organisation join as a member, enquire or take part in our activities, or subscribe to one of our services.

Personal information is information that can be used to identify you. Examples of personal information include your name, title, postal address, email address and telephone numbers. It can also include personal information relating to processes including payment information (such as credit card or bank details).

### What is the legal basis for collecting your information?

The CBAW only collects personal information to enable us to carry out our role in supporting your membership, managing the charity and complying with legal requirements.

The CBAW's legitimate interests are:

- Fulfilling our duty to members and supporters.
- The sale and supply of membership services and products to our members and supporters.
- Fundraising and the promotion of the interests of our charity.

- Improving our understanding of the needs of our members and supporters.
- Handling enquiries and complaints.
- Complying with legal requirements and regulations.

### **How do we use your personal information?**

Your personal information will only be accessible to those members of our Committee that require them to fulfil their duty in managing our charity and your membership services.

We may use your information in a variety of ways including:

- To process your membership of the CBAW
- To send you information about CBAW news and events via our print and e-newsletters and email
- To send you governance information.
- To update your information.

We will not sell or pass on your personal information to any other organisations for any reason. We will only share your information when we are legally obliged to do so at the request of a government or law enforcement authority.

### **Communication**

You can find out what personal information we hold about you and update your personal information by contacting us at [membership@cba-wessex.org.uk](mailto:membership@cba-wessex.org.uk). You can request the removal of your personal information from our records at any time by contacting us at the same email address.

### **Photography**

During CBA Wessex events photographs may be taken for publicity purposes to promote CBA Wessex. Anyone attending a CBA Wessex event that would rather not appear in any photographs should inform the organiser of the event and the person in charge on the day.

### **Security**

The CBAW takes the security of our members and supporters personal information very seriously and take appropriate steps to ensure your data is securely stored. We only hold your personal information for as long as is necessary for us to administer our relationship with you. If we dispose of your information, it will always be done so securely.

### **Further information**

If you have any questions about the CBA's privacy policy and your rights, please contact us at [membership@cba-wessex.org.uk](mailto:membership@cba-wessex.org.uk). For further information about data protection and your rights please visit the Information Commissioners Office at <https://ico.org.uk/>.