

## DATA PROTECTION POLICY 2018

### Policy Statement

This policy has been drawn up to demonstrate that YCCART (Yatton, Congresbury, Claverham and Cleeve Archaeological Research Team) is aware of the new data protection legislation which comes into force in May 2018 and is taking all necessary actions to be compliant. *(Subject to our understanding of the act and how it applies to small organisations.)*

### Aims

This policy aims to demonstrate that YCCART has put in place guidelines to ensure that its member's personal data is held safely and securely. It also recognises the need to be diligent when communicating with the wider archaeological community.

### Responsibilities

- The committee will appoint one of its members to be the responsible person (Data Protection Officer), for ensuring that personal data is protected and that YCCART is compliant with the GDPR legislation. (See above.)
- YCCART's members should ensure that they take responsibility for their own personal data and the security of their electronic systems ie PCs, laptops, tablets and mobile phones.
- All group email communication between members should be sent as **Blind Copy**.
- Those who hold the personal data of YCCART's members will store it safely and securely to the best of their ability.
- YCCART's website will not display any contact details of its members.

### Types of personal data as applicable to YCCART

- Names, addresses and contact details about members in all formats ie electronic and paper based files.
- Personal information about visitors, NSC officers, members of the archaeological community or landowners whose properties we may be surveying.
- Posts on social media platforms
- Photographs

## **Rights for individuals as above**

- The right to be informed
- The right of access
- The right to rectification
- The right to erasure

## **Procedural Guidelines**

1. YCCCART only uses its member's personal data to communicate within the group. Email addresses and phone numbers will not be shared with other members of the wider archaeological community without prior permission.
2. All members will be made aware of how the group will store and use their personal data.
3. All members will provide YCCCART with an email address and phone number so that they can be kept informed of the group's activities and programme; members will sign to indicate that they agree to YCCCART holding personal data and how it is used.
4. All members will be made aware of this policy.
5. This policy will be reviewed annually and presented at each AGM.
6. All those who regularly send emails to YCCCART's members should ensure that their IT system is secure and free from viruses.
7. All those who regularly communicate to YCCCART's members should only do so as blind copy.
8. Should any member be subjected to an IT viral attack they will notify the designated DPO immediately.
9. In the event of such a breach the DPO will alert all members immediately.
10. The rights as defined in GDPR are enshrined in this policy.
11. All personal data held by YCCCART will be deleted when a member leaves the group or on request.
12. Personal data held by YCCCART will not be made available to the general public either via the website or at events or functions.
13. Non-members will use the website to contact YCCCART.

## **Safeguards**

YCCCART will:

- only collect information that it needs for a specific purpose;
- keep it secure;
- ensure it is relevant and up to date;
- only hold as much data as is needed to keep its members informed;
- be open and transparent about its reasons for holding data;
- have in place the necessary procedures in the event of a breach of data.  
(See above.)