



# APPLEBY ARCHAEOLOGY GROUP



## DATA PROTECTION POLICY

### Purpose

The Appleby Archaeology Group ('the Group') respects privacy and understands how important it is to you that your personal information remains secure. Your personal data is protected by the Data Protection Act 1998 and the Privacy and Electronic Communications (EC Directive) 2003. The Group aims to follow best practice. The Group may need to gather and use certain information about individuals. This may include volunteers who wish to help in the community or in response to a survey. Data held by The Group will only be used in relation to the operation of the Group's activities

This data protection policy ensures that the Group:

- Complies with data protection law and follows good practice
- Protects the rights of members
- Is open about how it stores and processes personal data
- Protects itself from the risks of a data breach

### Scope

This policy applies to the Group committee, members, volunteers and all contractors, suppliers and other people working on behalf of the Group. It applies to all data that the Group holds relating to identifiable individuals, even if that information technically falls outside of the Data Protection Act 1998. This can include: Names of individuals; postal addresses; email addresses and telephone numbers as well as any other information relating to individuals.

### Guidelines

Everyone who works for or with the Group has some responsibility for ensuring data is collected, stored and handled appropriately. The only people able to access data covered by this policy should be those who need it in the course of their defined roles. Data should not be shared informally. When access to confidential information is required, members of the Group can request it from the committee.

People using personal data should keep it secure, by taking sensible precautions and following the guidelines below.

- Strong passwords must be used and they should never be shared.
- Personal data should not be disclosed to unauthorised people
- Data should be regularly reviewed and updated. If no longer required, it should be deleted and disposed of.

### Providing Information

The Appleby Archaeology Group aims to ensure that individuals are aware that their data is being processed, and that they understand how the data is being used.