



Data Protection Policy 2018

1. Wyre Archaeology holds information provided by members via the Membership Registration Form. This includes the member's name, address, telephone number(s) and email address and is required to be completed and returned at the beginning of the subscription year (normally April).
2. The society generally uses email to communicate with members, for example to circulate information, WA announcements, meeting minutes, the Society's newsletter and information from associated groups.
3. Members' personal details will not be passed to any other organisation or person, under any circumstances, unless the individual member has given express permission.
4. Emails are sent '*blind copy*' (BCC) in order to preserve the security of addresses but may use '*copy*' (CC) to communicate between Executive Committee members to facilitate discussion.
5. Members' contact details will be retained for 12 months after their membership lapses unless they request otherwise.
6. Members' contact details will be removed from WA records on request by 'phone, in writing or by email. Members do not have to have an email address but must provide another means of communication.
7. WA Secretary will act as Data Protection Officer (DPO) with responsibility for compliance with the data protection regulations under the supervision of the Wyre Archaeology Executive Committee (WAEC).
8. Complaints procedure: If you have any complaint or concerns about the Society's compliance with DP Legislation, please contact any member of WAEC. If dissatisfied with the WAEC response you have the right to complain to the Information Commissioner's Office at: <https://ico.org.uk/for-the-public>