

## CDAS Privacy Policy

### Who we are

Chichester and District Archaeology Society, a not for profit organisation, was formed to promote public interest in archaeology and to encourage the study and preservation of the archaeological heritage of Chichester and the surrounding area through lectures, activities and archaeological fieldwork.

### Information that we collect

Our website is not intended for children and we do not collect data relating to children. The personal information that we do collect and use is restricted to name, address, telephone number and email address.

### How we collect information from you

The information is collected through the Society's Membership application form which is completed when you join.

### Purpose and lawful basis for processing your personal data

The collection and storage of personal information is necessary for the running of the Society and there is no other reasonable way to achieve this. The information is collected with your consent.

### Sharing your personal data

We do not share your personal information with outside bodies. If, for a specific reason, the need arises to share your information, the purpose will be clearly stated and your consent will be obtained beforehand.

### How long do we keep your personal data?

The personal data collected by CDAS is evaluated periodically to determine whether it is current and still needs to be held. Your personal information will be discarded or deleted within 2 years of your leaving the Society.

### Data security

Your personal information is stored using an appropriate level of technical and operational security measures to prevent unauthorised access.

### Individual rights

You have the right to:

- Request access to your personal data (also called a "data subject access request"). This will allow you to receive a copy of the personal data we hold about you.
- Request correction of the personal data that we hold about you. This allows you to have any incomplete or inaccurate data we hold about you corrected.
- Request erasure of your personal data. This allows you to ask us to delete or remove personal data where there is no valid reason for us continuing to process it.
- Object to processing of your personal data where you feel it impacts on your fundamental rights and freedoms.
- Request restriction of processing of your personal data. This enables you to ask us to suspend the use of your personal data (a) if you want us to establish the data's accuracy; or (b) you have objected to our use of your data but we need to verify whether we have overriding legitimate grounds to use it.
- Withdraw consent at any time. However, this will not affect the lawfulness of any processing carried out before you withdraw your consent. If you withdraw your consent, we will not be able to contact you regarding our events, activities or administrative matters. We will advise you if this is the case at the time you withdraw your consent.
- Lodge a complaint with a supervisory authority, in this case the Information Commissioner's Office (ICO). You have the right to complain to the ICO but we would prefer if you raised any issues with us first. The ICO website is at [www.ico.org.uk](http://www.ico.org.uk).

If you have any concerns over our handling of privacy or personal information or wish to exercise any of the above rights, please contact the Membership secretary, [membership@cdas.info](mailto:membership@cdas.info) or if you prefer, the chairman or secretary of the main CDAS committee.