

## **NNAS Data Protection Statement**

Updated January 2019

### *1. Who are we?*

1.1 The Norfolk and Norwich Archaeological Society (NNAS) is a charity registered in England and Wales (Registered Charity Number 311 116).

1.2 The Society is the data controller (contact details below). This means the trustees of the charity are responsible in law for deciding how your personal data is processed and for what purposes, and you can contact them about any issues you have with how we do this.

### *2. Information about you*

2.1 We collect personal information (data) from you when you or your household sign up to membership of the Society, which includes becoming part of our mailing list. This may include your name, title, email address, physical address, telephone numbers and job title.

2.2 Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (GDPR).

### *3. How do we process your personal data?*

3.1 NNAS complies with its obligations under the GDPR by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

3.2 The Society uses your personal data solely for the following purposes:

- To administer our membership records.
- To distribute our publications.
- To fundraise and promote the interests of the charity.
- To maintain our own accounts and records (including the processing of Gift Aid).
- To inform our mailing list of news, events and activities organised by the Society.
- To manage communication with our volunteers, trustees and council members.

3.3 NNAS does not share your personal data with any third parties.

### *4. Security*

4.1 We will take reasonable precautions to prevent the loss, misuse or alteration of information you give us.

4.2 Communications from us may be sent by e-mail. For ease of use and compatibility, these communications (other than payments where applicable) will not be sent in an encrypted form.

4.3 Whilst we endeavour to keep our systems and communications protected against viruses and other harmful effects we cannot bear responsibility for all communications being virus-free.

4.4 All email communications from us will contain a link to this policy, and an opportunity to change or unsubscribe your address.

## *5. Your rights and your personal data*

5.1 You have:

- The right to request a copy of personal data which The Society holds about you;
- The right to request that we correct any personal data which is inaccurate or out of date;
- The right to request your personal data is deleted where it is no longer necessary for The Society to retain it.

5.2 Requests for any of the above, communicated to the Data Controller using the details given, will be responded to in a timely and courteous manner.

## *6. Keeping your personal data up to date*

6.1 Please contact the Membership Secretary or another Trustee to correct or update any information, or if you would like information deleted from our records. This can be done by email to [members@nnas.info](mailto:members@nnas.info) or by post to The Hon. Membership Secretary, Alistair Graham Kerr, Casemate, 7 Burgh Castle Marina, Butt Lane, Burgh Castle, Norfolk NR31 9PZ.

*This privacy policy may be updated from time to time, so please check it periodically.*