

# General Data Protection Regulation (GDPR) policy

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The Chartered Institute for Archaeologists is incorporated by Royal Charter.

Power Steele Building, Wessex Hall, Whiteknights Road, Earley, Reading,  
RG6 6DE

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## DATA PROTECTION POLICY STATEMENT

### Introduction

As a membership organisation it is necessary for the Institute to hold personal information about its members in order for us to operate efficiently and to ensure we are providing the expected membership service. It is also necessary for us to hold information about people whom we work with. These may include stakeholders, funding bodies, current, past and prospective employees, organisations and members of the public.

CifA respects the privacy of its members and non-members and aims to act consistently with the General Data Protection Regulation (GDPR). We are registered with the Information Commissioner to process personal data and we comply with the principles of GDPR (<https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/principles/>). In summary they are that data is

1. processed fairly and lawfully
2. obtained only for one or more specified and lawful purposes
3. adequate, relevant and not excessive
4. accurate and, where necessary, kept up to date
5. processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes
6. processed in accordance with the rights of data subjects under GDPR
7. secure
8. not transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

### What information do we collect?

For members we collect information which includes your title, first name, surname, gender, date of birth, qualifications, home and work contact details (phone, postal address and email address). We also collect information relating to your employment including where you are currently employed, your current position, areas of special interest, and your continuing professional development (CPD) records.

As part of the membership application process, we collect additional information relating to your qualifications (proof of completion, academic transcripts, certificates),

a statement of competence, and we ask you to provide names and contact details of referees to support your application.

As part of the Forensic Archaeology Expert Panel application process, we use your name on our website and share your email address with other panel members.

For members who pay us by direct debit for subscription fees, we store these details until the individual changes their payment method or resigns from the Institute. For members that pay us via PayPal, we do not store credit card details, nor do we share financial details with any third parties.

For non-members (which may include stakeholders, funding bodies, current, past and prospective employees, organisations and members of the public) we may hold contact details including contact name, phone, postal address and email addresses, and information on your area of special interest. Activities may include NVQ, accredited degree and approved training and CPD assessments.

If we receive a professional conduct complaint against an individual member or Registered Organisations, relevant information and documentation relating to the allegation will be stored. This also includes personal information about the complainant, as above. Outcomes of cases will be published in accordance with the Regulations for professional conduct.

#### **Why do we hold this information?**

The personal information we hold enables us to provide various products and services to members and non-members, and for us to administer your membership or contact you have with the Institute.

Information for members and organisations will be published in our online Directories on our website and is on consent given through their online record of the individual member or Responsible Post Holder (RPH). Members and stakeholders are asked regularly to update their data for these purposes.

#### **The use and disclosure of your data**

The Institute will not pass on any personal information we hold to any unrelated third party, except where we have been given express consent to do so or where required as part of our regulations or by law.

Members of our Area and Special Interest Groups may receive notifications for activities and events run by the groups. The Institute does not provide members of Group committees with member contact details and will mail this information directly. The Institute can provide the Group committees with a group member's name and general geographic location for information only.

#### **Security**

The Institute uses all reasonable efforts to ensure Personal Information is held securely.

We have an internal retention and disposal policy to ensure we do not keep hard copy and digital information unnecessarily and dispose of it appropriately in accordance with this.

**Access to your personal information**

You can seek access to the personal information we hold about you, by contacting us. If the information we hold about you is inaccurate, incomplete, or out of date, please inform us so it can be updated.

**Changing your preferences**

You have the right to opt-out of receiving information from us at any time. You can do this in the email you receive, by contacting us at [admin@archaeologists.net](mailto:admin@archaeologists.net) or by logging into the members area on our website and amending your personal information <https://www.archaeologists.net/update-contact-details>.

**Further information about the Data Protection Act**

The Information Commissioner – <https://ico.org.uk/>