

## Privacy Notice

### Privacy Notice for Archaeology 2030 skills needs survey.

**Data Controller Name:** Chartered Institute for Archaeologists

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**Data Protection Officer Name:** Alex Llewellyn

**Telephone:** 0118 304 8520

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### Archaeology 2030

Archaeology 2030 is a collaboration between people and organisations working in archaeology in Northern Ireland. It sets out recommendations to deliver our vision for archaeology in Northern Ireland. We want archaeology to be accessed and valued by as many people as possible, led by a sector which is healthy, resilient and connected. This vision is being delivered through eight working groups drawn from across the sector. [About | Archaeology 2030 | Northern Ireland](#)

Working Group 8 is focussed on professional skills, training and specialisms. The working group is tasked with

- Defining industry standards, competencies, and career pathways
- Developing opportunities and tools to actively support Professional Development within the sector
- Identifying and articulating future skill needs, including specialist skill areas
- Exploring and developing archaeological and heritage skills for new graduates

To better understand individual and sector skills needs in Northern Ireland, we have developed a skills survey which will be sent to individuals, employers and students. The working group is co-chaired by Kate Geary and Cara Jones from the Chartered Institute for Archaeologists (CIfA) who will manage the data collection. CIfA is registered with the Information Commissioner to process personal data and complies with the principles of the Data Protection Act and GDPR.

Analysis of responses will be carried out by working group members from the Historic Environment Division of the Department for Communities.

### Why are you processing my personal information?

No personal data is required during the survey. There is the potential that individuals may in error disclose personal data in the free text boxes. For this reason, we will treat this data as personal data.

We will process personal data provided in response to the survey for the purpose of seeking your views on your skills needs and/or those of your company and/or those of the sector. This will help us to better understand skills needs in Northern Ireland archaeology and find ways to meet them.

The answers submitted will be collated by HED staff who are members of the A2030 working group on Professional Skills, Training and Specialisms to form a report which will be used by the working group to inform the development of training and professional development opportunities. Individual survey responses will not be published but the report will be published on the Archaeology 2030 website.

### **Lawful basis for processing**

The lawful basis we are relying on to process your personal data is Article 6(1)(e) of the UKGDPR, which allows us to process personal data when this is necessary for the performance of our duties as a professional body.

### **What categories of personal data are you processing?**

Categories of information processed include:-

- Personal opinions

### **Where do you get my personal data from?**

You will provide your views as part of the survey response.

### **Do you share my personal data with anyone else?**

We will share anonymous responses with the working group for the above stated purpose.

### **Do you transfer my personal data to other countries?**

No.

### **How long do you keep my personal data?**

The personal data will be held for the purposes of writing a report and will then be deleted.

### **What rights do I have?**

- You have the right to obtain confirmation that your data is being [processed, and access to your personal data](#)
- You are entitled to have personal data [rectified if it is inaccurate or incomplete](#)
- You have a right to have personal data erased and to prevent processing, [in specific circumstances](#)
- You have the right to 'block' or suppress processing of personal data, [in specific circumstances](#)

- You have the right to data portability, [in specific circumstances](#)
- You have the right to object to the processing, [in specific circumstances](#)
- You have rights in relation to [automated decision making and profiling](#)

### **How do I complain if I am not happy?**

If you are unhappy with how any aspect of this privacy notice, or how your personal information is being processed, please contact the ClfA Data Protection Officer using the details listed above.

### **If you are still not happy, you have the right to lodge a complaint with the Information Commissioner's Office (ICO):**

#### **Information Commissioner's Office**

Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Tel: 0303 123 1113

Email: [casework@ico.org.uk](mailto:casework@ico.org.uk)

<https://ico.org.uk/global/contact-us/>