

# Abingdon Area Archaeology and History Society GDPR Privacy Statement

Preservation of your privacy is important to Abingdon Area Archaeology and History Society (“AAAHS” or “the Society”) and we are committed to letting you know how we use your personal information and to making only responsible use of your data. AAAHS is the “Data Controller” for the purposes of the General Data Protection Regulation.

References to “we”, “us” or “our” in this Privacy Statement are references to The Abingdon Area Archaeology and History Society.

## 1. Information about you

- 1.1 Members provide AAAHS with personal data on joining the Society, via the application form. We will collect personal information from you when you enquire about our activities, register as a member with the society. This may include the names of members including both adult members and any under 18-year-old members in Joint or Family membership, postal addresses, telephone numbers and email addresses (if provided). We may also ask for some additional information such as areas of interest. No data which is classified as “Sensitive” or “Special category Data” by the GDPR is held by the Society.
- 1.2 When a Standing Order is set up this also includes bank account details.
- 1.3 AAAHS may also gain personal data through correspondence, written and electronic, concerning its legitimate aims.
- 1.4 Speaker details are obtained through networking and direct approach. When bookings are confirmed, details for payments will be collected.

## 2. Our use of this information

- 2.1 The basis upon which we process your personal information is the legitimate interest we have in collecting and using such information in direct relation to the running of the AAAHS. We do not share the information with external organisations. ‘Legitimate interest’ is the term used in the guidance issued by the Information Commissioner’s Office.
- 2.2 We will only hold your data for the purposes of achieving our legitimate objectives. We will store data securely in electronic or manual form and may use this information in the following ways:
  - To process annual subscription payments.
  - To distribute publications and news of events
  - To send out governance information including minutes and agendas.
  - To update members’ information.
  - To facilitate the production of publications.

## 3. Security

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

3.2 Our principal form of communication with you may be by e-mail. 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.

3.3 Personal data collected for the running of AAHS is reviewed annually and if outdated or redundant is modified or deleted.

#### **4. Retention, sharing and deletion of data**

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

4.2 AAHS currently shares data with Nat West Bank PLC to administer Standing Orders for subscriptions; it will not be shared with anyone else without your express permission.

4.3 In the case of current members of the AAHS we will only store the data for as long as you remain a member. In the case of former and non-members, we will store limited data for as long as it is required for the formal records and the ordinary administration of the AAHS. If you wish us to delete your information once you have left membership, please contact us.

4.4 AAHS will never sell data to any third parties.

#### **5. Other information**

5.1 You have the right to request a copy of the data held on you, to have errors in the data corrected, and to request deletion of the data after the termination of your membership. If you would like to see the personal data we hold on you, want us to correct or update any information, or would like information deleted from our records, then please contact us.

5.2 If you have any concerns about our use of your personal information, you can make a complaint to us by contacting the Secretary at the email address below. You can also complain to the ICO if you are unhappy with how we have used your data at:  
<https://www.ico.org.uk>

5.3 This privacy policy may be updated from time to time and will be displayed on our website  
<https://www.aaahs.org.uk/>

5.4 Links within our website to other websites are not covered by this privacy policy.

#### **6. Copyright information**

6.1 Except where otherwise indicated, all text and images on this site are the copyright of AAHS and no copying is allowed without prior permission. All rights reserved.

6.2 To the best of our knowledge all materials on this website are used with the originator's permission. Should that not be the case, please let us know and the item will be removed.

**7. Contact:** [secretary@aaahs.org.uk](mailto:secretary@aaahs.org.uk).

Date of statement: 10 February 2024    Adopted by AAHS Committee 4 March 2024.