

Chester Archaeological Society

Data Protection Policy

The Chester Archaeological Society is committed to complying with data protection legislation, currently the UK Data Protection Act 1998 and the European Union General Data Protection Regulation which comes into effect on 25th May 2018.

In order to operate effectively, the Society needs to collect, process, retain and share a limited amount of personal information about its members, specifically name, postal address, e-mail address and, if payment of annual membership subscription is by standing order, bank account details. The Society collects this information directly from its members and relies on them to notify any changes. Such information is needed to enable the Society to communicate with members in pursuit of its objects and activities and to collect subscriptions.

The Society's Treasurer/Membership Secretary has responsibility for collecting, recording and holding this information. All reasonable efforts will be made to ensure that information is accurate and up-to-date and kept securely.

The Treasurer/Membership Secretary may share names, postal and email addresses with other members of the Society's Council so that they may communicate with members. Contact information may also be supplied to outside parties who help the Society to deliver its activities (for example distribution of the Society's Journal)

Members may apply to the Treasurer/Membership Secretary at any time to review, amend or withdraw the use of any personal information held by the Society. The Society must comply with such a request within one month. Any concerns about the collection or use of personal information should be raised with the Treasurer/Membership Secretary, Chairman or any other Council member. Ultimately members have a right to complain to the Information Commissioner's Office (www.ico.org.uk) if they think that there is a problem with the way that the Society is handling their data.

28th February 2018