

KINGSTON UPON THAMES ARCHAEOLOGICAL SOCIETY – KUTAS

kutas.archaeology@gmail.com

Members' personal information: privacy notice

KUTAS is a "data controller". This means that we are responsible for deciding how we hold and use personal information about you. You are being given a copy of this privacy notice because:

- you are an existing member and we are required to inform you of your rights relating to the personal information we hold
- or you wish to apply to become a member of KUTAS

This notice makes you aware of how and why your personal data will be used, namely to enable us to record your personal information to maintain your membership, and how long your data will usually be retained for. It provides you with certain information that must be provided under the General Data Protection Regulation ((EU) 2016/679) (GDPR).

Data protection principles

We will comply with data protection law and principles, which means that your data will be:

- Used lawfully, fairly and in a transparent way
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes
- Relevant to the purposes we have told you about and limited only to those purposes
- Accurate and kept up to date
- Kept only as long as necessary for the purposes we have told you about
- Kept securely

The kind of information we hold about you

In connection with your membership, we collect, store, and use the following categories of personal information about you:

- Title, first name, surname, telephone number(s), home address, personal email address, membership payments, gift aid declaration(s)

How is your personal information collected?

We collect personal information about you from the following source:

- You, from your application to become a member of KUTAS
- You, from any gift aid declaration(s) you may make
- You from any supplementary information you may provide to KUTAS (e.g. change of address)

How we will use information about you

We use the personal information we collect about you to:

- Communicate with you about KUTAS activities and/or your membership
- We will only use your personal information for the operation of your membership
- If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact kutas.archaeology@gmail.com

Why is all of this necessary?

Like all other organisations, KUTAS is legally obliged to comply with current data protection obligations. This privacy notice does not represent a change in our working practice or how we communicate with you. It is required to provide you with details on the kind of information that we may be holding about you and how it is processed. We will not share any of your personal information with any third party unless you request us to do so.

Data protection issues

If you have any questions about this privacy notice or how we handle your personal information, please contact kutas.archaeology@gmail.com

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues.