

General Data Protection Regulation (GDPR) policy

Published December 2014
Updated February 2021
Updated July 2022
Updated March 2026

The Chartered Institute for Archaeologists is incorporated by Royal Charter.

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/uk-gdpr-guidance-and-resources/data-protection-principles/a-guide-to-the-data-protection-principles/>). In summary they are that data is

1. processed lawfully, fairly and in a transparent manner
2. collected for specified, explicit and legitimate purposes
3. adequate, relevant and not excessive
4. accurate and, where necessary, kept up to date
5. will not be kept for longer than is necessary for the purposes for which the personal data is processed
6. processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing

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 a statement of competence, including qualification information 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 Organisation, 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 consent is 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. 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 or enquire about any data protection concerns, by contacting the Data Protection Officer, Alex

Llewellyn at admin@archaeologists.net. If the information we hold about you is inaccurate, incomplete, or out of date, please update your details in the members' area or 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 or by logging into the members area on our website and amending your personal information <https://www.archaeologists.net/member>.

Further information about the Data Protection Act

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