

Data protection policy

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The Chartered Institute for Archaeologists is incorporated by Royal Charter.

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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. 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 and members of the public.

CIfA respects the privacy of its members and non-members and aims to act consistently with the Data Protection Act. We are registered with the Information Commissioner to process personal data and we comply with the eight principles of the Data Protection Act (http://ico.org.uk/for_organisations/data_protection/the_guide/the_principles) and in summary are that data is

1. processed fairly and lawfully
2. obtained only for one or more specified and lawful purposes
3. adequate, relevant and not excessive
4. accurate and, where necessary, kept up to date
5. processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes
6. processed in accordance with the rights of data subjects under the Data Protection Act
7. secure
8. not transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

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, fax, email, postal address and email address). We also collect information relating to your employment including where you are currently employed, your current position, and areas of special interest.

As part of the membership application process we also collect additional information relating to your qualifications (proof of completion, academic transcripts, certificates),

a statement of competence, and we ask you to provide names and contact details of referees to support of your application

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 non-members (which may include stakeholders, funding bodies, current, past and prospective employees and members of the public) we may hold contact details including contact name, phone, fax, email, postal address and email addresses.

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 may be published in our Yearbook and Directory or on our website and is on consent of the individual. 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 by law.

Members of our Area and Special Interest Groups may receive notification for activities and events run by the groups. The Institute does not provide members of Group committees with member contact details and will mail this information directly.

Security

The Institute uses all reasonable efforts to ensure Personal Information is held securely.

Access to your personal information

You can seek access to the personal information we hold about you, by contacting us. If the information we hold about you is inaccurate, incomplete, or out of date, please inform us so it can be updated.

Further information about the Data Protection Act

The Information Commissioner – www.informationcommissioner.gov.uk