

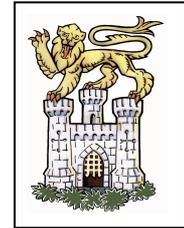
Winchester Excavations Committee

Registered Charity No. 210455

Gordon House, 276 Banbury, Oxford, OX2 7ED



Patron: Lady Mary Fagan LG, DCVO, JP



Policy Statement

The Winchester Excavations Committee (WEC) is a registered charity founded in 1962 with the aim of using all available evidence – documentary, archaeological, and scientific – to study the development of Winchester and its inhabitants over a period of two thousand years. The ‘Winchester Studies’ series presents the findings of this, the most comprehensive archaeological and historical enquiry ever attempted in an English or north European City.

The WEC also holds events throughout the year aimed at sharing the results of our research with the wider public and encouraging engagement in history and archaeology.

The WEC is a charity registered with the Charity Commission for England and Wales, no. 210455.

The WEC is committed to protecting the privacy of our members and supporters. Our privacy statement (see www.winchesterstudies.org.uk/wp-content/uploads/2018/05/WEC-Privacy-Statement-2018.pdf) sets out the way we collect, store and process your personal information in accordance with current UK data protection legislation (the Data Protection Act 1998 and the EU General Data Protection Regulation (GDPR)).

Our privacy policy may be updated from time to time to ensure we continue to provide you with accurate information.

What is personal information?

We will collect personal information when you or your organisation join as a member, send us a donation, enquire about or take part in our activities or events.

Personal information is information that can be used to identify you. Examples include your name, title, postal address, email address and telephone numbers. It can also include personal information relating to processes including payment information (such as credit card or bank details), Gift Aid declarations and donations, Disclosure and Barring Service (DBS) checks, information relating to employment or volunteering, or social media interaction.

Chairman

Barbara Bryant

Fred Lyon

Director

Professor Martin Biddle

Assistant Director

Katherine Barclay

Treasurer

What is the legal basis for collecting your information?

The WEC collects personal information only to enable us to carry out our legitimate interests, to enable us to fulfil our obligations relating to those interests and to comply with legal requirements.

The WEC's legitimate interests are in the conduct of the business of archaeology and publishing, and include:

- Fulfilling our duty to our supporters, volunteers and employees
- Fundraising and promotion of the interests of the charity.
- Improving our understanding of the needs of our volunteers and supporters
- The occasional supply of or sale of products such as greetings cards
- Handling enquiries and complaints
- Complying with legal requirements and regulations

How do we use your personal information?

Your personal information will only be accessible to staff, officers, partners and volunteers if it is appropriate in order for them to carry out their role.

We will not sell or pass on your personal information for other organisations to use for their own purposes.

We will share your information when we are legally obliged to at the request of a government or law enforcement authority.

We will share your information only when necessary, with third party services or contractors we have asked to carry out a service on our behalf: for example, for purposes such as pre-publication offers from publishers, communications or research. Your information will not be used by a third party for any other purposes and they will delete it as soon as their service has been fulfilled.

How long do we keep your information?

We keep your personal information for only the minimum period amount of time necessary. Sometimes this time period is set out in the law, in others it is based on business need. We maintain a records retention and disposal schedule which sets out for how long we hold different types of information.

Communication

Chairman
Barbara Bryant
Fred Lyon

Director
Professor Martin Biddle

Assistant Director
Katherine Barclay

Treasurer

You can find out what personal information we hold about you and update your personal information by contacting us at winchesterstudies@gmail.com.

You can request the removal of your personal information from our records at any time by contacting us at winchesterstudies@gmail.com.

Security

The WEC take the security of our members and supporters personal information very seriously and take appropriate steps to ensure your data is securely stored.

Only authorised personnel have access to your personal information that we hold.

If we dispose of your information, it will always be done securely.

Further information

If you have any questions about the WEC's privacy policy and your rights, please contact us at winchesterstudies@gmail.com

For further information about data protection and your rights please visit the Information Commissioners Office at www.ico.org.uk.

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