

## WEC Privacy Statement

The Winchester Excavations Committee is committed to protecting the privacy of our supporters, volunteers and employees. This privacy statement 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 policy may be updated from time to time to ensure we continue to provide you with accurate information. It can be accessed online at [www.winchesterstudies.org.uk/wp-content/uploads/2018/05/WEC-Policy-Statement-2018.docx](http://www.winchesterstudies.org.uk/wp-content/uploads/2018/05/WEC-Policy-Statement-2018.docx) or on request by post from the Administrator.

### Privacy statement

1. The WEC collects, stores and uses personal data about individuals for the legitimate interest of carrying out its business of archaeology and publishing, as a membership organisation, and as an employer.
2. We do not believe that we could carry out this business without processing these data in this way. We also believe that the uses to which these data are put are in line with the expectations of Friends, supporters and others concerned.
3. The WEC acts as a data controller in setting the policy for the processing of personal data. It also acts in some cases as a data processor, as well as contracting some data processing to external organisations.
4. We only process personal data about individuals that have been supplied by the individuals concerned.
5. If you are a supporter (or Friend) of the WEC, we will keep a record of your name and contact details. We will keep these data for a period of seven years after the last recorded year of contact.
  - 5.1 We will supply a list of supporters' names and postal addresses to printers and publishers for distribution of the newsletter and other mailings.
  - 5.2 We will use a financial agency for the purpose of managing subscriptions by direct debit, and other payments. The agency may supply WEC with contact details for WEC to fulfil its obligations.
  3. We will supply a list of supporters' names and details to our auditors for the purpose of financial audit.
  4. We store a list of supporters' email addresses on the WEC's gmail account for the sole purpose of distributing information to supporters.

6. If you attend any of the WEC's events, we will keep a record of your name, contact details and if relevant, financial details. We will keep these data for a period of seven years after the event.

6.1 We may supply a list of names and contact details to other organisations supplying services for the event, such as conference venues.

7. If you are an employee or pensioner of the WEC, we will keep a record of your contact details and financial details. We will keep these data for a period of seven years after the termination of this relationship.
8. If you are an officer or a member of the WEC's Council or a committee, we will keep a record of your contact details and financial details for the purpose of paying honoraria or reimbursing officially incurred expenses. We will keep these data for a period of seven years after such payments.
9. If you are a contributor to any of the WEC's publications, we will keep a record of your contact details for a period of twenty-five years after hard-copy publication.
10. If you peer-review any of the WEC's publications, we will keep a record of your contact details for a period of seven years after last active contact.
11. The personal data are stored on computers with password protection and anti-virus software, and backed up on external devices. WEC has delegated oversight of data processing procedures, documentation and security measures to the Treasurer as part of the annual process of risk assessment.

Personal data are stored in the offices of the Administrator, the Chairman, the Assistant Director, the Hon. Treasurer, and the Hon. Secretary.

12. If your personal data are processed by the WEC in any of the categories described above, you have the right to see personal data relevant to yourself, and to make corrections. You also have the right to complain about the processing of your data; such complaints should be made in the first instance to the Hon. Secretary of the WEC.