

Glamorgan-Gwent Archaeological Trust and GGAT HER Charitable Trust

Data Privacy policy

This document sets out the details of the privacy policy of the Glamorgan-Gwent Archaeological Trust and the related GGAT HER Charitable Trust.

Both Trusts are committed to protecting and respecting your privacy and this policy sets out what data, if any, we might collect from you, why we collect it and how it is stored and securely disposed of.

Who are we?

The Glamorgan-Gwent Archaeological Trust is a registered Charity in England and Wales (No 505609). It is a Company Limited by Guarantee and registered in England and Wales (No. 1276976).

The GGAT HER Charitable was created by the Glamorgan-Gwent Archaeological Trust to house the Historic Environment Record it had developed and continues to support. The Trust is unregistered. The Glamorgan-Gwent Archaeological Trust is a Trustee of the GGAT HER Charitable Trust and provides management and support services.

How you can contact us?

If you require further information about our privacy policy these can be submitted to us in the following ways.

e-mail enquiries@ggat.org.uk

Telephone 01792-655208

Post Glamorgan-Gwent Archaeological Trust, Heathfield House, Heathfield, Swansea, SA1 6EL

Your rights.

Under the General Data Protection Regulation, you have the right to:

- access the personal data that we are processing about you;
- require us to rectify inaccuracies in that data;
- (in certain circumstances) object to or restrict processing;
- (in certain circumstances) have your data 'erased';
- lodge a complaint with the Information Commissioner's Office (ICO) who is the independent regulator for data protection;
- withdraw consent for us to process your data at any time.

When and how do we collect information about you?

We obtain information about you if:

1. You become an employee or apply for a position with us;
2. You become a member or 'friend' of the Glamorgan-Gwent Archaeological Trust;
3. You enroll to volunteer with us;
4. You make a donation and/or agree to gift aid;



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5. You seek information through enquiry of the Historic Environment Record whether as an individual or on behalf of an organisation;
6. You supply a service to us or ask us to supply a service to you including taking part in service user surveys whether as an individual or on behalf of an organisation;
7. You donate or supply archive material to us, particularly to the Historic Environment Record whether as an individual or on behalf of an organisation;
8. You agree to take part in photography of other visual media that is used by the trust for educational material;
9. On agreement you receive marketing material from us.

If you are aged 16 or under please ensure that you get your parent/guardian's permission beforehand whenever you provide us with personal information.

Information about you (as a natural person) is most likely to be processed for the purposes of meeting legal obligation, public task, or contract purposes. In some circumstances (eg as a volunteer) information will be processed where you have given your consent.

What information do we collect?

We only ever collect the information we need – including data that will be useful to help improve our services. We collect two kinds of data that can derive from natural persons:

1. Directly provided personal information such as name, postal address, phone number, e-mail address, date of birth (where appropriate), nationality (where appropriate), payment details.
2. Non-personal but potentially linkable information such as IP addresses (the location of the computer on the internet), pages accessed on our servers, files downloaded, social media accounts linked to ours or subscriptions or posts on our social media accounts (eg twitter handles, facebook posts). Much of this information does not tell us who you are (although this is not necessarily the case with social media), or, other than in broadest terms, where you live. It can, particularly for information from our our websites, allow us to determine how popular they are, how many people visit on a regular basis, and how popular our pages are. This in turn allows us to improve product content and quality.

Our website use cookies in accord with our published policy (see <http://www.ggat.org.uk/trust/cookies.html>). Where our website contains links to other websites we would encourage you to read the privacy notices, statements or policies published on those websites. We cannot be responsible for the privacy policies and practices of other sites even if you access them using links from one of our websites and likewise if you link to our website from another third-party website.

How do we hold and protect your information?



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Information that we collect about you may be held both digitally and as hard copy. Predominantly it is held on digital servers under password protected servers rather than in paper-format in locked cabinets and offices.

All staff are provided with training on data protection including requirements under the Data Protection Act and General Data Protection Regulation. Our Data Protection Policy places particular obligations on our staff in respect of control of access to personal data and its care. Staff in charge of personal data are required to keep it securely and access is restricted.

We are currently in the process of completing Cyber Essentials accreditation and management of our IT systems has professional support.

Do we share information?

We do not sell your information and we will only share it either with your specific written consent obtained in advance and for the specific purposes on that consent or if required to do so by law.

For how long do we retain your information?

We will only keep personal information for the minimum period it is necessary to do so. We retain information in accord with our information retention policies and schedules. These are regularly reviewed.

How is your information used?

We only use the information for the purpose that it was provided.

We may use your information to:

1. Process an application for employment with us;*
2. To facilitate your employment with us;
3. To facilitate your volunteering experience with us;*
4. Contact emergency contacts if you are an employee or volunteer;
5. To respond to an enquiry about aspects of the historic environment especially in connection with archaeological matters or for information we hold about the historic environment;
6. Seek your views or comments on the services we provide;
7. Send you any communications (including reports and newsletters) as a member or friend of the Trust;
8. Send you marketing material where you have agreed to receive marketing material or wish to receive notice of a change in service of product that we supply;
9. Process a donation you have made;
10. Undertake a contractual transaction including where appropriate the processing of a payment.



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*If your role involves working with children or vulnerable adults you will have to undertake a DBS check.

Policy Review

This policy is reviewed regularly.

The last review date was May 2018.

