

ARCHAEOLOGY IN MARLOW (AIM) - PRIVACY POLICY

This privacy policy sets out the way we collect, store and process your personal information in accordance with the EU General Data Protection Regulation (GDPR) 2018*.

Your personal data

When a member joins or renews their membership, the information supplied will be kept electronically, and/or in printed out, and/or in hand written form. We will keep all personal data securely, such as, the member's name, postal address, telephone number and email address.

We use your personal data to administer your membership and send you information that we feel will be of interest to you. This includes our newsletter, notices of talks and other events and membership-related matters. We are required to ask members for opt-in consent so that we can send you this information by email, or post.

Your data security

A Member's personal information will only be accessible to authorised members of the AIM committee. All data received from members will be respected by AIM and kept securely and not shared with or passed on to any third parties.

Your rights to change and delete your data

Members will have the right to state what communications they wish to receive from AIM and through which media. Members will also have the right to access their data, update it, change it, or have it deleted and/or shredded at any time. In addition, members who fail to rejoin AIM will have their data deleted and/or shredded, but AIM will be required to keep records of donations, subject to gift aid, for at least six years to comply with HMRC rules.

Your right to complain

A member has the right to complain about AIM's treatment of their data and can do so by contacting any AIM Officer. If a member is not happy with our response, the member can contact the Information Commissioner's Office at:

Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

*More information on GDPR can be found on the Information Commissioner's Office website <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/>