

Privacy Notice: May 2018

The General Data Protection Regulation (GDPR) will replace the 1998 Data Protection Act and will be enforced in the UK from 25 May 2018. The Society for Museum Archaeology (SMA) takes your privacy seriously, ensures that your privacy is protected, that your data is kept safe and is used for clear and specific purposes.

This Privacy Notice sets out how and why we use your personal information. We will make this Notice available on our website. If we make any changes to this Notice, we will update you through our newsletters and electronic updates so you have the opportunity to review it on our website, and check you are still happy with what information we collect, how we use it and how we store it.

About the Society for Museum Archaeology

The Society is a fully constituted membership society that is recognised by Arts Council England as the Subject Specialist Network for British Archaeology in the UK. Subject Specialist Networks help to develop the knowledge and expertise associated with specialist collections. It acts as a democratic forum for the sharing of expertise, research, mentoring and developing best practice.

The Society of Museum Archaeology exists to:

- Promote museum involvement in all aspects of archaeology and emphasise the unique contribution of museums to the essential unity of the archaeological profession
- Promote greater public understanding of the archaeological past and a fuller public appreciation of the importance of archaeology
- Campaign for the acceptance of museums as guardians of a vital part of the nation's heritage and as the appropriate location for the storage and interpretation of all archaeological material
- Develop a coherent philosophy for the role of archaeologists in museums

In order to fulfil this role, the Society for Museum Archaeology holds personal data (including email addresses, contact details, access requirements and dietary information) to promote and carry out its programme of activities. This personal data is mainly gathered by electronic means – through membership applications or renewals, booking information for training courses or events, and through surveys issued by the Society to better understand how we can support museums.

We also work on a business-to-business basis – we engage with museums and their staff and volunteers. We hold information provided by you through membership submissions. This is where you have supplied your information in order to becoming a member of the Society and receive associated membership benefits, such as receiving our newsletters, participate in our training programmes and take part in surveys.

We also hold contact information that is publically available (e.g. manager name and contact from your museum, as published on your website, or via sector directories or recognised sector networks).

The basis that we use for processing the data is that either:

- You have given us your consent through application or renewal of membership

Or

- The processing is necessary for the purposes of legitimate interests pursued by the Society for Museum Archaeology. In this case the legitimate interest is to carry out the objectives of the organisation.

What do we use your information for?

We require information about you to understand your needs, and to provide you with our membership benefits. This includes opportunities for training, events, networking, and peer-to-peer support from the Society, in addition to asking you questions about your museum and collections to help us support you and/or your organisation.

- Electronic newsletters

As part of your membership benefits we will send you our newsletters and regular electronic updates direct to the email address you have provided until such time that you unsubscribe from our mailing list. We send out newsletters and updates on a regular schedule, and may occasionally send out special editions of the newsletter in addition to the regular schedule in order to tell you about or share specific opportunities. **You can unsubscribe from our mailing list at any time by contacting our membership secretary or through the link provided on our website:**

By email: membership@socmusarch.org.uk

Via our website: www.socmusarch.org.uk

- Surveys

We will sometimes contact you with invitations to participate in surveys, which are designed to help us to meet our core purposes, and particularly to gather evidence to support campaigning and lobbying for museum archaeology resourcing, standards and access.

We mainly utilise SurveyMonkey. For further information on SurveyMonkey and GDPR, please see:

<https://www.surveymonkey.com/mp/gdpr/>

https://help.surveymonkey.com/articles/en_US/kb/Are-my-survey-responses-anonymous-and-secure

<https://www.surveymonkey.com/mp/legal/privacy-policy/>

- Booking and Evaluation

If you have signed up to a workshop, event or conference with us, we use the information supplied by you to organise and run the event, including logistics, catering and access requirements. We will also use this information to request evaluation and feedback from you.

Gathering, storage and processing of membership information

The information you supply us with is gathered in a number of ways using a variety of methods:

1. Using the membership application form downloaded and then returned to the Membership Secretary via email or post
2. Via the membership renewal and payment process using BACS, PayPal, Direct Debit, Standing Order or by cheque

For further information regarding PayPal and GDPR see here:

<https://www.paypal.com/en/webapps/mpp/ua/privacy-full>

3. Using on online booking systems such as Eventbrite

For further information regarding Eventbrite and GDPR see here:

https://www.eventbrite.co.uk/support/articles/en_US/Troubleshooting/eventbrite-privacy-policy?lg=en_GB

SMA is committed to handling your personal information with high standards of information security. The computers we use to process your information have safeguards such as firewalls, virus and password protection controls. We only authorise access to personal membership information to those Officers who require it to fulfil their role responsibilities:

- The full membership database is held by, and only accessible to, the Membership Secretary and the Hon. Treasurer. The Membership Secretary maintains the database and uses the information we hold to provide you with your membership benefits as detailed above.
- The Hon. Treasurer keeps a record of the subscription payments that are made by members and also for events and may contact members when anomalies in the payment process arise.
- The Hon, Treasurer, Hon Secretary and Training Officer has access to personal information supplied as part of the booking process for courses, conferences and other SMA activities and these are used to facilitate the administration and delivery of these activities.

How long we will keep your data for:

The period of time that we will hold your data for will depend on the specific purpose for which it was collected.

- Details provided for membership purposes will be retained for a maximum of 1 year beyond your membership renewal date as this will enable us to continue to provide you with

benefits you may still be entitled to receive (e.g. our printed journal). After this, your information will be deleted unless you renew your subscription.

- Details provided during subscription process or as part of the booking process for courses, conferences and other SMA activities will be kept for a maximum of 6 months after the event to enable accounting procedures to be fully completed after which they will be deleted.

Engagement tracking

We use Google Analytics and to understand how our website are being used. We do this to understand what parts of our website users like more than others. We do not correlate this information to data about individual users.

Who do we share your information with?

We will not pass on or sell your information to any third party for marketing purposes. Any information we disclose about you, other than for the purposes as mentioned within this Notice detailed below, will only occur when the Society is required to do so by law.

- As part of our close relationships with national sector bodies (e.g. Historic England, CBA, Arts Council England etc.), we may share data provided by you in response to surveys in report form – all such data will be anonymised and any personal details you provide will not be shared with third parties.
- Elements of the Society for Museum Archaeology's activities require us to share personal information with third parties such as trainers, consultants and other recognised sector organisations who directly support our work. In these circumstances, when you apply for a place on a workshop or programme, or participate in a survey to gather data for campaigning and lobbying, we will ask your permission to pass on your personal details to the third party. They only use your data for our specified purpose and will not use it for any other reason or share it with any other organisations.

In the course of our work we use third party websites (e.g. Twitter, SurveyMonkey, and Facebook). We are not responsible for the privacy policies or practices of third party websites, but will ensure we use third party websites with clear GDPR compliance statements, and a public statement outlining their commitment to GDPR.

Your rights

It is important to us that you receive the maximum benefit from your membership of the Society for Museum Archaeology and able to participate with confidence in the way that we are treating your personal data in an appropriate, safe and confidential way.

The new law gives you certain rights and you can read these in full at <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/>.

You are entitled to see information we hold on you. This is called a Subject Access Request. You need to put your request in writing. You will also need to prove to us your identity, by supplying original or notarised ID. It is important that you prove your identity before we can send you any details. If you require this information please email:

membership@socmusarch.org.uk

You can also:

- Withdraw your consent by asking us to stop emailing you.
- Ask us to update our records.
- Ask us to consider a request from you to stop processing your data.
- Complain or discuss the way that we are handling your information.

Remember that you can opt out of our mailing list at any time.

You can also seek further advice from the Information Commissioners Office, details are at <https://ico.org.uk>.