

DYFED ARCHAEOLOGICAL TRUST
PERSONAL DATA PROTECTION POLICY



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DYFED ARCHAEOLOGICAL TRUST

PERSONAL DATA PROTECTION POLICY

POLICY

It is Dyfed Archaeological Trust's ('the Trust') Policy to ensure it collects, maintains and processes personal data in compliance with the Data Protection Act 1998 and the EU General Data Protection Regulation.

CATEGORIES OF PERSONAL DATA COLLECTED BY THE TRUST

The Trust's main reason for collecting personal data is to inform individuals, whether members, staff, volunteers or any others with an interest in the work of the Trust, of recent Trust projects and of forthcoming events and activities. Data collected is limited and consists of name and contact details such as postal address and email address. Individuals are warned on the data collection form that information provided will be added to an electronic database and will not be divulged to anyone outside the Trust.

The Trust requires volunteers on fieldwork and other projects to complete a Volunteer Registration Form. This form requests emergency contact details and information on any medical condition that the Trust should be aware of. These forms are destroyed at the end of the project.

Personal data on staff is stored securely and disposed of according to the Trust's Document Disposal Policy and legal requirements, as are documents relating to planning, suppliers, customers and similar data.

KEY PRINCIPLES

Personal data shall be:

- processed lawfully, fairly and in a transparent manner in relation to individuals
- collected for specified, explicit and legitimate purposes
- adequate, relevant and limited to what is necessary
- accurate with every reasonable step taken to ensure that data are up to date
- kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed
- processed in a manner that ensures appropriate security of the personal data

Individuals have the following rights:

- the right to be informed
- the right of access
- the right to rectification
- the right to erasure
- the right to restrict processing
- the right to object

Related document: Dyfed Archaeological Trust's Document Disposal Policy