



## **PRIVACY STATEMENT**

SWAAG is a Registered Charitable Incorporated Organisation Number 1155775 based in the north of the Yorkshire Dales National Park.

We are a membership organisation which aims to contribute to the knowledge base of the history of our dales through archaeological and related activities.

SWAAG is committed to protecting the privacy of our members, supporters and other contacts. This Privacy Statement sets out the way we collect, store and process Personal Data in accordance with the Data Protection Act 1998 and EU General Data Protection Regulation (GDPR).

### **Personal Data**

Personal Data is information which can be used to identify you.

We will collect Personal Data when you join SWAAG as a member or take part in our activities or enter into any other form of relationship with SWAAG.

Subject to your explicit agreement this Personal Data may include your name, title, postal address, email address, landline and/or mobile telephone numbers together with your membership category, age (if under 18), how and when any subscriptions are paid. It may also include a gift aid declaration and emergency contact details.

Trustees are required to provide additional data, including their dates of birth, and members reclaiming expenses may be required to provide their bank details.

### **Legal Basis for the Collection and Processing of Personal Data**

SWAAG retains and processes Personal Data in order to :

- undertake our legitimate interests
- meet our Legal Obligations under the regulations pertaining to the processing of claims for Gift Aid and for Charity Commission purposes
- meet legal contract or contractual necessities

### **Use of Personal Data**

Personal Data is only accessible to designated SWAAG Trustees, the Webmaster and other authorised members if it is necessary in order for them to perform a role in a SWAAG activity.

SWAAG may use your Personal Data in a variety of ways including :

- To fulfil our duty to members and supporters
- To administer the running of the group
- Keeping members informed of SWAAG news and activities
- Circulating information relating to third parties' meetings, news, events and matters of archaeological or related interest
- Updating and maintaining our programme of existing projects and activities and developing new projects and activities
- Promoting the attributes and interests of SWAAG

- Fundraising
- Improving and understanding the needs of our members and supporters including the requesting of feedback concerning SWAAG activities and services
- Keeping your Personal Data up to date
- Handling enquiries and complaints
- Processing gift aid donations and maintaining appropriate records
- Compliance with legal and contractual obligations

SWAAG will not sell or pass on your Personal Data for other organisations to use for their own purposes.

SWAAG will only share your Personal Data when legally obliged to do so including at the request of a government, regulatory or law enforcement agency.

### **Communication**

You can find out what Personal Data SWAAG holds about you at any time by sending an email to [treasurer@swaag.org](mailto:treasurer@swaag.org)

You can also correct, update or request the removal of your Personal Data from our records at any time by sending an email to [treasurer@swaag.org](mailto:treasurer@swaag.org)

### **Security and Retention**

SWAAG is committed to protecting the privacy of our members, supporters and other contacts.

SWAAG keeps the extent of Personal Data held to the minimum required and only authorised people are able to access such information.

SWAAG will only retain your Personal Data for as long as is necessary for us to administer our relationship with you and to comply with statutory or regulatory requirements.

In the event of any person ceasing to be a SWAAG member, their Personal Data may be retained and used to maintain contact for a period not exceeding one year. However if a former member requests the earlier deletion of their Personal Data then any such request will be processed promptly. This is subject to any requirement for SWAAG to retain certain financial and gift aid information for longer periods.

Emergency contact details collected at the start of any SWAAG activity will be deleted upon the completion of that activity.

When non-members have taken part (or shown serious interest) in a SWAAG activity their Personal Data may be retained and used to maintain contact for a period of up to one year but any request for such data to be deleted earlier will be processed promptly.

If and when SWAAG disposes of your data it will always be undertaken securely.

This Privacy Statement will be subject to annual review by Trustees.

### **Cookies**

Cookies are small text files which are stored on your electronic device when you visit the SWAAG website.

The 2011 EU regulations :

- (a) Require SWAAG to enable users to opt out of having any permanent cookie set on their computer
- (b) Allow any temporary cookie to be set which enables any required service to be provided.  
Temporary cookies delete shortly after closing the browser
- (c) SWAAG currently uses three cookies
  - (i) Permanent – Google Analytics for website traffic analysis

- (ii) Temporary – SWAAG Databases username/password cookie
- (iii) Temporary – SWAAG Database passing search criteria between webpages

We do not use any third party cookies.

Further details of SWAAG's Cookie Policy are available at [https://swaag.org/SWAAG\\_CookieInfo.html](https://swaag.org/SWAAG_CookieInfo.html)

**Further information**

If you have any questions about SWAAG's privacy policy and your rights, please contact us at [treasurer@swaag.org](mailto:treasurer@swaag.org)

For further information about data protection and your rights please visit the Information Commissioner's Office at <https://ico.org.uk/>