



## DATA Protection Policy

1. **Fane Road Archaeology Group (FRAG)** holds personal information on both current members and those interested in FRAG's activities. FRAG's membership form requests freely given details that include name, address, postcode, telephone numbers and email address(s). This information is only available to authorised persons/officers of FRAG.
2. Information is held by FRAG for the purposes of communicating its activities and items of interest relating to archaeology/ heritage. Details of how to contact relevant FRAG officers/persons may be available on promotional leaflets and website(s).
3. The lawful basis for holding the information is consent. FRAG's membership form includes a statement of how the personal information will be used by FRAG. Membership details are regularly reviewed and upon membership renewal/cancellation. Changes in personal detail can be provided by the member to FRAG's Treasurer and/or other FRAG officers.
4. FRAG does not share any personal information of its members with any third parties.
5. Members may request details of their own information by making a request to the Treasurer. Details will be deleted at the request of the said member/person or when the relevant FRAG officer/personnel deems it appropriate.
6. Persons/members raising concerns as to how their personal information is/has been used will be referred to FRAG's committee. The committee will investigate, authorise action(s), monitor and ensure satisfactory conclusion. FRAG's committee will communicate their actions to the person/member and document their findings and actions.
7. Further information regarding data protection regulations can be obtained from:
  - a. <https://ico.org.uk/for-organisations/resources-and-support>
8. FRAG's Data Protection responsibilities will be administered by the Treasurer.
9. FRAG officers/persons will control both storage and transmission of personal detail as securely as reasonably possible. This may include holding details on personal computers and transmission between FRAG's officers/persons.

**Policy authorised by FRAG committee at an open meeting held 7<sup>th</sup> February 2018**

Name and signature of Chairperson:

A handwritten signature in black ink, appearing to read "I. Lockwood Hall", written over a light-colored, slightly textured background.

Ian Lockwood Hall