



Privacy Policy

The West Essex Archaeological Group (WEAG) is a registered Charity in England and Wales, No. 263486 and was formed in 1958. WEAG is run entirely by volunteers amongst its members, and is not an incorporated body. The prime objective of the Group is "to promote the advancement of knowledge and education by the study of archaeology, history and kindred subjects particularly in West Essex", and to promote and organise co-operation in the achievement of that.

We are committed to protecting the privacy of our members and supporters. This privacy statement sets out the way we collect, store and process your personal information in accordance with current UK data protection legislation (the Data Protection Act 1998 and the EU General Data Protection Regulation (GDPR)).

This policy may be updated from time to time to ensure we continue to provide you with accurate information.

What is personal information?

We will collect personal information when you join as a member, enquire or take part in our events and activities, or ask WEAG to provide you with information.

Personal information is information that can be used to identify you. Examples of personal information include your name, title, postal address, email address and telephone numbers. It can also include personal information relating to processes including payment information (such as bank details), Gift Aid declarations and donations, Disclosure and Barring Service (DBS) checks, emergency contact details (at excavations), information relating to employment or volunteering, or social media interaction.

What is the legal basis for collecting your information?

WEAG only collects personal information to enable us to carry out our legitimate interests, to enable us to fulfil our obligations relating to the administration of your membership and to comply with legal requirements.

WEAG's legitimate interests are:

- Fulfilling our duty to members and supporters, especially fulfilling the objectives of the group.
- The promotion, marketing and advertising of our events and activities.
- The provision of information relating to the study of archaeology, history and kindred subjects.
- Working to improve and develop new and existing events and activities.
- Fundraising and promotion of the interests of the charity.
- Improving understanding the needs of our members and supporters.
- Handling enquiries and complaints.
- Complying with legal requirements and regulations.

How do we use your personal information?

Your personal information will only be accessible to volunteers if it is appropriate in order for them to carry out their role within WEAG.

We may use your information in a variety of ways including:

- To process your membership of WEAG.
- To process your Gift Aid payment, if you have one.
- To send you information about the latest WEAG news, events and activities via our print and e-newsletters and email.
- To send you governance information, including the AGM papers.
- To update your personal information.
- To send you information about volunteering opportunities and fundraising.

We will not sell or pass on your personal information for other organisations to use for their own purposes.

We will share your information when we are legally obliged to at the request of a government or law enforcement authority.

With the exception of legal obligations, we will never share your information with third parties.

Communication

We will only contact you with information if you have told us that we can. In particular, if you have joined WEAG it will be assumed that you wish to receive information from us.

You can find out what personal information we hold about you and update your personal information by contacting us at treasurer@weag.org.uk.

You can request the removal of your personal information from our records at any time by contacting us at treasurer@weag.org.uk. Members should bear in mind that the removal of all their personal information from our records will mean, in effect, that they will cease to be a member of WEAG.

Security

WEAG take the security of our members' and supporters' personal information very seriously and take appropriate steps to ensure your data is securely stored.

Only authorised personnel are able to access your personal information and all personal information is transferred using secure processes. Our processes and systems are regularly reviewed to ensure they remain secure.

We only hold your personal information for as long as is necessary for us to administer our relationship with you.

If we dispose of your information, it will always be done securely.

Further information

If you have any questions about WEAG's privacy policy and your rights, please contact us at weagtreasurer@outlook.com

For further information about data protection and your rights please visit the [Information Commissioners Office](#).



Victoria Hoskin
Trustee and Hon Treasurer
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West Essex Archaeological Group

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