

Introduction

The Society for Church Archaeology (SCA) understands that your privacy is important to you and that you care about how your personal data is used and shared online. We respect and value the privacy of everyone with whom we communicate and will only collect and use personal data in ways that are described here, and in a manner that is consistent with our obligations and your rights under the law.

We only ask for the information we need. We always let you decide what you are comfortable telling us, explain why we need it and treat it as confidential. When we record and use your personal information we:

- only access it when we have a good reason
- only share what is necessary and relevant
- don't sell it to anyone

About The Society for Church Archaeology

Your personal data (ie any information which identifies you, or which can be identified as relating to you personally) will be collected and used by The Society for Church Archaeology (charity number 1056194).

What Information We Collect

Personal data you provide

We collect data you provide to us. This includes information you give when joining or registering, placing an order or communicating with us. For example:

- personal details (name, date of birth, email, address, telephone etc.) when you join as a member or supporter
- financial information (payment information such as credit/debit card or direct debit details, and whether donations are gift-aided, and
- details of your interests and preferences (such as campaigns, the ways you support us or types of activities you enjoy)

If you purchase SCA membership as a gift for someone, your details will be recorded (as will the recipient's).

Information created by your involvement with SCA

Your activities and involvement with us will result in personal data being created. This could include details of how you've helped us by volunteering or being involved with our events and activities. If you decide to donate to us then we will keep records of when and how much you give to a particular cause.

Sensitive personal data

We do not normally collect or store sensitive personal data (such as information relating to health, beliefs or political affiliation) about supporters and members. There are, however, some situations where this will occur (eg if you volunteer with us or if you have an accident

at one of our events). If this does occur, we'll take extra care to ensure your privacy rights are protected.

Accidents or incidents

If an accident or incident occurs at one of our events or involving one of our volunteers then we'll keep a record of this (which may include personal data and sensitive personal data).

Volunteers

If you are a volunteer (whether specifically for the SCA, or if you are helping us for other reasons, for example you work for another organisation which is running an event with us), then we may collect extra information about you (eg references, criminal records checks, details of emergency contacts, medical conditions etc). This information will be retained for legal reasons, to protect us (including in the event of an insurance or legal claim) and for safeguarding purposes.

What We Do With Your Information

How we handle your personal information depends on how you interact with us. This may include:

Marketing

We use personal data to communicate with people, to promote the SCA and to help with fundraising. This includes keeping you up to date with our news, updates, campaigns and fundraising information.

Administration

We use personal data for administrative purposes (ie to conduct our charitable and conservation work). This includes:

- receiving and acknowledging donations (eg direct debits or gift-aid instructions) and pledges of future gifts, including legacies
- administer membership and membership renewals
- maintaining databases of our volunteers, members and supporters
- performing our obligations under membership contracts
- fulfilling orders for goods or services (whether placed online, over the phone or in person)
- helping us respect your choices and preferences (eg if you ask not to receive marketing material, we'll keep a record of this)

When We Use Your Information Without Permission

In most cases, we will get your permission to collect, use, store and share your information. Occasionally we might use or share your information without your permission. If we do, we will always make sure there's a legal basis for it. This could include situations where we have to use or share your information:

- to comply with the law, called 'legal obligation'
- to carry out our aims and goals as an organisation, called 'legitimate interests'
- to carry out a contract we have with you, for example, if you're a speaker at our conferences we might need to store your bank details so we can pay you

Contacting Us About Your Data

You can contact us at any time and ask:

What information we have stored about you

You have the right to request, at any time, the information we hold about you. Depending on the nature of the request, we may seek a form of identification to verify the identity of the person making the request. The information will be supplied within 30 calendar days of the request or the verification, whichever is the later.

To change or update your details

If you believe the information we hold about you is incorrect or incomplete, you have the right to ask us to correct it. We must respond within one month of the request being received. You also have the right to ask SCA to stop processing your personal data. In this situation, we can continue to store the data to ensure the request can be respected in the future, but all processing must cease, unless there is a legal purpose.

To delete your details from our records

You have a right to have your personal data erased and for processing by SCA to stop:

- Where the personal data is no longer necessary in relation to the purpose for which it was originally collected/processed
- When you withdraw consent
- When you object to the processing and there is no overriding legitimate interest for continuing the processing
- The personal data was unlawfully processed (ie in breach of the GDPR)
- The personal data has to be erased in order to comply with a legal obligation

The SCA can refuse to comply with a request for erasure where the personal data is processed for legal reasons or other scenarios that may be in the public interest as specified by the ICO.

You can contact us to make a request by sending an email to ???

Sharing Information With Others

Third party marketing

We will only use personal information within the organisation for the purposes for which it was obtained. We will never sell your personal data, and will only ever share it with organisations we work with where necessary and if its privacy and security are guaranteed.

We will not, under any circumstances, share personal data with any third party organisations for their use or sell it to them for their own marketing purposes, and individuals will not receive marketing communications from any other companies, charities or other organisations as a result of providing their details to us.

Legal requests

We will comply with legal requests where disclosure is required or permitted by law and a written request is received, for example, to government bodies for tax purposes or law enforcement agencies for the prevention and detection of crime.

Processing within the EU

Our operations are based in the UK and we store our data within the European Union. Some organisations which provide services to us may transfer personal data outside of the EEA, but we'll only allow them to do if your data is adequately protected. For example, some of our systems use Microsoft products. As a US company, it may be that using their products result in personal data being transferred to, or being accessible from, the US. We understand that personal data will be adequately protected as Microsoft is certified under the USA's Privacy Shield scheme.

How Long Is Personal Information Kept?

We will hold personal information on our systems for as long as it is necessary for us to carry out the relevant activity requested by the individual and as in line with the consent given. The personal information of individuals who are no longer involved with us will be held for no longer than seven financial years. This period meets our statutory obligation to retain information for Gift Aid and other tax purposes.

If someone asks us to cease contact with them, we will keep a record of the request, along with your personal details to enable us to comply with the request over time, but this period will be no longer than the seven financial years stated above.

Data Security

We ensure that there are appropriate controls in place to protect the personal details provided to us. Online forms are encrypted and our databases are held on secure servers which are only accessible by approved staff, contractors and suppliers. Paper-based information is stored securely as required by GDPR.

How We Use Cookies

When you browse our website, we collect 'cookies' to help us understand more about how our site is used by visitors and to develop and enhance our services to you. A 'cookie' is a bit of information kept on your computer.

How to manage or delete cookies

If you do not want to receive cookies, you can change settings in your web browser so that your browser tells you when cookies are sent to it or you can refuse cookies altogether. You can also delete cookies that have already been set.

If you wish to restrict or block web browser cookies, the Help function within your browser should tell you how. Alternatively, these sites can provide more information on how to do this: www.allaboutcookies.org and www.aboutcookies.org. The cookies SCA uses on its website are as follows:

Cookie	What it does
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Content Management System	<p>These cookies enable users to move around the website and use its features, such as accessing secure areas of the website. Without these cookies we could not provide common web services such as shopping baskets or e-billing.</p>
Google Analytics	<p>Google Analytics is a web analytics service provided by Google Inc (Google). Google Analytics uses cookies to help analyse how users use the site. The information generated by the cookie about your use of the website (including your IP address) will be transmitted to and stored by Google on servers in the United States. Google will use this information for the purpose of evaluating your use of the website, compiling reports on website activity for SCA and providing other services relating to website activity and internet usage. Google may also transfer this information to third parties where required to do so by law, or where such third parties process the information on Google's behalf. Google will not associate your IP address with any other data held by Google. These cookies collect information about how visitors use a website, for instance which pages visitors go to most often and if they get error messages from web pages. These cookies do not collect information that identifies a visitor. All information these cookies collect is aggregated and therefore anonymous. It is only used to improve how a website works. By using this website, you consent to the processing of data about you by Google in the manner and for the purposes set out above.</p>
Flickr, YouTube & Twitter embeds	<p>To enrich our content, we sometimes embed photos and video content from websites such as YouTube and Flickr. As a result, when you visit a page with content embedded from, for example, YouTube or Flickr, these sites may set a cookie. We do not control the dissemination of these cookies and you should check the relevant third party website for more information about these.</p>
Google Maps	<p>This cookie is used to enable interactive mapping on our website.</p>
Google Advertising	<p>These cookies are used to deliver adverts more relevant to you and your interests. They are also used to limit the</p>

	<p>number of times you see an advertisement as well as help measure the effectiveness of the advertising campaign. They are usually placed by advertising networks with the website operator's permission. They remember that you have visited a website and this information is shared with other organisations such as advertisers. Quite often targeting or advertising cookies will be linked to site functionality provided by the other organisation.</p>
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Links To Other Websites

Our website may contain hyperlinks to websites owned and operated by other organisations. These websites have their own Privacy Policies, including policies on their use of cookies. These individual policies will govern the use of any personal information submitted or collected by cookies when individuals visit these websites. We cannot accept any responsibility or liability for the privacy practices of third-party websites and the use of such websites is at individuals' own risk.

If You Want To Make A Complaint

If you're not happy with how we have handled your data, you can make a complaint. You can complain to the SCA directly by contacting our data protection officer using the details below.

If you are not happy with our response, or you believe that your data protection or privacy rights have been infringed, you can complain to the UK Information Commissioner's Office which regulates and enforces data protection law in the UK. Details of how to do this can be found at www.ico.org.uk

Contact Details

If you have any questions about this policy or how we use your personal data, please contact our data protection officer by email jackie.hall@riveyhill.co.uk, or in writing to The Society for Church Archaeology, c/o the Church Buildings Division, Church House, Great Smith Street, London, SW1P 3AZ.