



Ingleborough Archaeology Group: Privacy Statement

IAG respects the privacy of members in line with the principles of the Data Protection Act 2018.

We collect and process the following details provided by IAG members when they join the group or renew membership: name, address, telephone number, email address, date joined/renewed and level of membership (ordinary or hands-on).

We store and use this information to administer the group, maintain contact with members and keep them informed about IAG talks, walks, projects and activities. We also occasionally email members with information about relevant events and activities organised by other archaeology, heritage and history groups.

Members' information is kept up-to-date, stored securely on a password-protected device and accessed and used only by the Chair and official members of the IAG committee.

If a membership lapses the member's details will be retained for six months and then deleted if the membership is not renewed.

Paper membership application forms, and any other paper or digital documents (including emails) containing personal details, are kept securely and destroyed when no longer needed.

Members' personal information will not be shared without the individual's permission.

When new members join IAG they are asked to give their consent to receiving emails from IAG to keep them informed about talks, walks and activities. At any stage, any member who decides they prefer not to receive emails from IAG, or who wishes to update their information or cancel their membership, can contact IAG. Email: ingleborougharchaeologygroup@gmail.com

Committee members who organise and manage talks, projects and events also collect and use some personal information of some non-members. This generally involves names and contact details for speakers who give talks to IAG, and specialists involved in our projects. These details are not shared without the individual's permission.