

Shorne Woods Archaeology Group Privacy Policy

January 2024

Our contact details:

Name: John Beaumont or Pauline Roland

E-mail: SWAGkent2023@gmail.com

The type of personal information we collect:

We may collect and process the following information:

- Personal identifiers, contact details and characteristics (for example, name, contact details and age bracket)

How we get the personal information and why we have it:

Any personal information we process is provided to us directly by you. We may use the information that you have given us in order to:

- Maintain an Interested Party list. This contains details of those interested in volunteering with SWAG or those simply interested in keeping up to date with Group activities. Details may be added to an email list or a social media app, for example What's App.
- Manage an Activity list. Such a list would contain details of those interested in specific activities, such as events held at Shorne Woods during school holidays. Details may be held on a paper form or on a spreadsheet.

We would only share this information with the Shorne Woods Park administration.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

- We have a legal obligation.
- We need it to perform a public task.
- We have a legitimate interest.

You can remove your consent at any time. You can do this by contacting us on SWAGkent2023@gmail.com.

How we store your personal information:

Your information is securely stored.

We would keep Interested Party list details on a long-term basis. You may ask to have your details removed from this list at any time.

We would keep Activity list details for the management of specific events only. If kept, details will be destroyed after the event.

Your data protection rights

Under data protection law, you have rights including:

- Your right of access - You have the right to ask us for copies of your personal information.
- Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.
- Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.
- Your right to object to processing - You have the right to object to the processing of your personal information in certain circumstances.

- Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

How to complain

If you have any concerns about our use of your personal information, you can contact us at SWAGkent2023@gmail.com .

You can also complain to the ICO if you are unhappy with our response and how we have used your data. Please visit the ICO website for details: <https://www.ico.org.uk>