

Our Policies

The Association for Roman Archaeology is committed to the protection of your rights and your privacy.



Our Privacy Promise

We are committed to protecting the privacy of our supporters. We take your privacy seriously and treat all the information you give us with great care.

We value and respect all the people whose support helps us and Roman heritage.

Our Privacy Policy explains how we collect, store and use the personal information you give to us. If you have any questions concerning your personal data and how we look after it then please contact us at ara.enquiry@hotmail.com. Alternatively if you would like to update how you would like to hear from us please use our form, to be found on the website.

As a data controller we fully comply with the Data Protection Act 1998, the Privacy and Electronic Communications (EC Directive) Regulations 2003 and other relevant legislation.

Association for Roman Archaeology
75 York Road
Swindon
SN1 2JU
Registered Charity 1056599

WE PROMISE

To be clear about why we need to collect your personal information and what we are going to use it for

To make it easy for you to tell us how you would like us to keep in touch

To only collect the information we need to make sure we deliver the best service

To never sell or share your personal information, or let other organisations use it for marketing

To take good care of your personal information, and make sure it is safe and secure at all times

To make sure that any suppliers or partners who carry out work on our behalf meet the same high standards that we adhere to when handling your personal information

POLICY OVERVIEW

We collect personal information from our supporters who **use** our website; supporters who apply for membership, make a donation and from those who get in touch with us directly. We do not collect 'personal' info from those who just **visit** the website - the webserver stores only the IP address, but the ARA does not collect this, by making a copy either electronically or hard copy.

In addition we may also collect details automatically about the pages you visit on our website. Please see our Cookies policy below for more information.

In choosing to share your personal information with us, you will be agreeing to our collection and use of your information as described in this policy.

If you no longer want us to process your personal details you can ask us to stop at any time by contacting ara.enquiry@hotmail.com or writing to our office.

We use the information you share with us to:

Make sure you receive the service or information you have requested,

Carry out reasonable administration of your membership bookings, and donations,

To keep in touch with you in the way that you want us to

To better understand our supporters so that we can personalise and improve the services we offer

For details of how we do this please see the full policy below.

We will need to make changes to this policy from time to time, to make sure that we are always providing you the latest information about what is happening to your personal information.

This policy was last updated on 20/05/2018.

WHAT INFORMATION DO WE COLLECT AND HOW?

We collect personal information about you that helps us to deliver and improve our services. This includes:

Name and address

Email address and telephone numbers

Date of birth

Payment information such as credit card and bank details

How you would like to hear from us

Details of membership, Gift Aid Declarations, donations and gifts in your will

Enquiries and feedback

Interaction with our social media pages

Under our membership scheme we also ask for details of your children who you would like to include on the membership. We use this information to better understand how to provide the best service to your family in terms of offers and events, and we will not contact your children directly.

If you have provided details for someone else, for example by buying a gift for them, we will not contact that person until they have been given the opportunity to let us know their communication preferences.

When visiting our website we also collect information about your IP address and the pages you visit. This helps us to understand which areas of our website are most useful to our supporters and make improvements. This does not tell us who you are and where you live

until you choose to provide us with that information. Please see our Cookies policy below for more information.

WHAT DO WE DO WITH YOUR INFORMATION?

PROCESSING

We will make sure that you receive the product or service you have requested, process any payments and send you information relating to that service.

If you have joined as a Member this will include sending you confirmation of your purchase and membership materials such as membership cards, information on how to use your membership, newsletters and the Bulletin journal.

We will also send you information about membership renewal and information relating to your Direct Debit payments.

If you have made a donation, this will include thanking you for your support and letting you know how your contribution has helped us.

We will also do our best to keep your information up to date. This includes monitoring returned mail to let us know if you no longer live at the address we hold for you. We also use information from the telephone preference service, the mailing preference service, the Bereavement Register and other similar suppression lists to make sure we do not send communications to the wrong place or person.

Please do let us know if your details have changed.

MARKETING AND COMMUNICATIONS

Receiving information from the Association for Roman Archaeology will always be your choice, and you can choose how you would like to receive that information from us.

You can also change your mind at any time, and we will keep your preferences up to date.

We may at times invite you to events for fundraising, or ask you if you are able to support us further but only if appropriate and in line with this privacy policy.

We will only contact you by email if you have told us you would like to hear from us this way, or to let you know about services you have previously bought as a personal reply to an enquiry. Any email intended as a mass communication to the membership will have a link to help you unsubscribe if you wish to stop this.

We may contact you by post and you can also stop this at anytime by contacting ara.enquiry@hotmail.com or writing to our office.

We will never sell or pass on your personal information, or let other organisations use it for their own purposes.

WHO WILL HAVE ACCESS TO MY INFORMATION?

Your information will be only be accessible to our Board of Trustees, if they are trained and it is appropriate in order for them to carry out their role in line with this Privacy Policy.

We will never sell your personal information, or let other organisations use it for their own purposes.

We will only share your personal information where:

We are legally required to, or as a result of a lawful request by a governmental or law enforcement authority.

We have engaged a supplier or contractor to carry out services on our behalf, such as study tour fulfilments, sending our communications or carrying out research and analysis.

We only work with trusted suppliers who have agreed to the terms of our Data Processor Agreement to treat your information as respectfully as we do and in accordance with the requirements of the Data Protection Act 1998.

Our website may contain links to other websites that are outside our control and are not covered by this Privacy Policy. If you access other sites using the links provided, the operators of these sites may collect information from you that will be used by them in accordance with their privacy policy, which may differ from ours.

HOW DO WE KEEP YOUR INFORMATION SAFE?

The security of your information is paramount to us. We do not store any personal data online. Data is stored on hard drives and backup hard drives which are not connected to networks. They are physically stored in only two locations under the care of Board of Trustees and are regularly monitored to ensure they remain secure.

We also regularly review our measures to ensure they are up to date and in line with latest developments, particularly when we are handling payment information.

If you have a password to allow access to certain parts of our website, you must keep that password safe and not share it with anyone or your personal information could be at risk.

Data that is transmitted via the internet or in email, cannot be 100% secure. As a global environment, transmitting data to us may take place outside the European Economic Area.

We will take every reasonable precaution to keep your information safe but it cannot be guaranteed and so please be aware that any information you do transmit to us is at your own risk. Once we have received your information we will use our best effort to ensure its safety within our network, which sits within the European Economic Area.

We will only hold your personal information for as long as reasonably necessary to carry out services and administer your relationship with us. Typically this is two years since your last interaction with us unless we are required to hold it longer for legal or taxation reasons.

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

HOW TO GET IN TOUCH AND UNDERSTANDING YOUR RIGHTS

You have the right to a copy of the information we hold about you. This is called a subject access request.

If you would like to make a subject access request you can do so using the form available on our website. You also have the right to have incorrect information corrected and the right to object to further processing of your personal information for direct marketing.

If you need help or have any questions about this policy and your rights in regarding the processing of your personal information please contact:

Association for Roman Archaeology
75 York Road
Swindon
SN1 2JU

For broader advice and guidance please contact the data protection regulator:

The Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF
Telephone: 01625-545700
Fax: 01625 524510

Cookies

When we provide services, we want to make them easy, useful and reliable. Where services are delivered on the internet, this sometimes involves placing small amounts of information on your device, for example, computer or mobile phone. These include small files known as cookies. They cannot be used to identify you personally.

The ARA currently do not put any cookies on the website but should we do so in the future we will inform users and update the policy.

These pieces of information are used to improve services for you through, for example:

- enabling a service to recognise your device so you don't have to give the same information several times during one task.
- recognising that you may already have given a username and password so you don't need to do it for every web page requested.
- measuring how many people are using services, so they can be made easier to use and there's enough capacity to ensure they are fast.

Third party cookies

To make it easy for you to use and share our website we embed features from other websites such as Facebook, Twitter and TripAdvisor. Browsing the Association for Roman Archaeology website may place cookies from these third party websites on your computer. The Association for Roman Archaeology have no control over these cookies so it is not always possible to list them, and they are liable to change without notifying us.

We may refer to companies, organisations and public bodies and enable access to their websites directly from our website. Each company, organisation or public body operates its own policy regarding the sale of personal data and the use of cookies. If you have a particular

interest in, or concern regarding the way your data will be used then you are advised to read the Privacy Statement on the relevant website.

In addition to these policies your personal data is protected in the UK by the Data Protection Act 1998. Under this Act we will only process any data we hold about you in a lawful and fair manner. We will keep your data securely to prevent unauthorised access by third parties. Your personal data may have to be disclosed if we are required to disclose it by law, or as a result of a lawful request by a governmental or law enforcement authority.