

Last checked an approved: July 2021, January 2024

**DATA PROCESSING AND SECURITY STATEMENT**

The following definitions apply to this document:

1. Board members: members appointed to ARCH board;

2. Employees/staff: paid individuals who undertake work for ARCH on behalf of the company;

3. Volunteers: unpaid individuals who help run events on the company’s behalf; and

4. Members of the public: members of the public who attend ARCH events.

**Statement**

How do people come onto our mailing list?

Currently we hold personal data of people who request to be put on our mailing list, when registering for a course, opting in from the website, or asking to be put on.

How can people come off our mailing list?

Our emails all have a message telling people how they can unsubscribe.

If someone asks to be put on the mailing list only for the course, and not on the ARCH mailing list, they are deleted when the course has finished.

We will include a statement in every newsletter stating how to come off the list.

What personal data do we possess?

We keep information which allows us to contact people with newsletters and information: name, telephone, address, email, and courses/projects they have joined or expressed an interest in. If the person has a website we also include that, as well as information about other groups they are involved in (if supplied).

We also have a separate spreadsheet with details on Friends of ARCH, which includes above information but also details on how much they have contributed each year. This is used to send reminders and invitations to special events.

What do we do with the data?

We use the details for mailings about ARCH events and other heritage events.

Occasionally funders ask for information about people on projects they have funded. In general funders ask for anonymous data, and it is rare for us to pass on details about people. We will alert people that this may occur with the following statement on course registration forms:

Data Protection. The information you have supplied will be used by ARCH for the purpose for which you have provided it and any relevant procedures following from this. If funders request details about you, we will alert you beforehand. This data will be maintained in accordance with the GDPR and will not be passed in or sold to any other organisation without your prior approval unless this is a legal requirement.

We never share personal data with anyone else unless details are required by the police, regulatory bodies or legal advisors. We never pass on contact details. If someone asks us for a contact address of someone else, we will forward the message if appropriate.

Data Security

Any personal data on paper forms is held in a locked filing cabinet and shredded when discarded.

Mailing lists are held in a google mail list on the ARCH computer. The account is password protected.

How long do we hold data?

This in some cases depends on the funders. Some ask for all information about a project to be held up to 7 years.

If the person requested to be put on the mailing list, we keep their details until they tell us they don’t want to be on our mailing list.

Every 10 years we will contact everyone on the list and ask them to confirm they still wish to remain on the mailing list.

Paper copies of course registers will be destroyed after the course has finished.

Personal details of applicants to ARCH posts will be held if the applicant requests that they be kept on record in case of future positions. These are then deleted after 5 years.

How can people request information about what we hold on them?

Anyone wishing a copy of the information we hold on them should send a written request to the ARCH office with proof of identity. We may charge £10 to cover the costs. We will respond within a month unless the request is manifestly unfounded or excessive. In those cases, we will explain why we have refused, and inform them that they have a right to complain to the supervisory authority and to seek a judicial remedy.