



## **The Berkshire Archaeology Research Group**

### **Information required under the European General Data Protection Regulation**

BARG maintains a computerised membership database (in the form of an excel spreadsheet) which is used by the committee solely for the purposes of the group.

Copies of this database are held by the BARG committee. The treasurer (currently Roger Sym) has overall responsibility for maintaining our database. Please see our newsletter for contact details of BARG committee members. If consent has been given, the committee may also forward some data (i.e. contact details) onto BARG project leaders or other Research Group members.

BARG processes members' data for the purpose of administering the Group, in line with the objectives and responsibilities set out in our constitution. The legal basis for this processing is that members have given consent to the processing of their personal data for one or more specific purposes, set out on our membership joining and renewal forms.

Our database contains the following categories of data on our members: name, address, telephone number (landline and mobile), email address, payment method (i.e. cheque/standing order/BACS etc), whether permission has been received for contact details to be used by the committee, whether permission has been received to include contact details on a membership list made available to any Group member, whether the member has opted to receive the newsletter by email, subscription status (i.e. simply whether or not the member has paid yet for the current year – we do not store any bank details) and joining date (where a member has joined mid-year for the first time rather than by annual renewal).

We store members' data for the period during which they are a member of the group. The BARG financial year runs from 6<sup>th</sup> April one year to 5<sup>th</sup> April the next year. Members may renew their membership at any time up to the end of October in the current BARG financial year, but if they fail to renew their membership by the end of October they are considered to be lapsed members and their details will be permanently deleted from the database.

Members have rights set out in data protection laws and regulations, these include: the right to access their data, to correct any mistakes, to erase any data held about them, to restrict data processing, to object to data processing and portability, and to complain to the appropriate authorities (e.g. the Information Commissioner's Office). Should members wish to access their data or exercise other relevant rights please contact our Treasurer.

### **Roger Sym, Treasurer**

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