



GWYNEDD ARCHAEOLOGICAL TRUST
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Privacy Policy

This Privacy Policy explains why we collect personal data, what personal data we collect and how we use it. Your rights in respect of your data are also explained.

You entrust the Trust with your information and we take your responsibilities seriously. We are committed to protecting and respecting your personal data.

May 2018

Privacy Policy

1. The Gwynedd Archaeological Trust (GAT) is committed to protecting and respecting your privacy.

Our Privacy Policy explains how the Trust looks after your personal data in accordance with applicable legislation intended to protect your personal data and privacy. Legislation includes the Data Protection Act 1998 and the General Data Protection Regulation (GDPR) which will come into effect on 25 May 2018. We also explain what your rights are.

By providing your personal data you acknowledge that we will only use it in accordance with this Privacy Policy.

We may need to make changes to our Privacy Policy; so please check our website for updates from time to time.

Please read this Privacy Policy carefully to understand GAT's practices regarding your personal data and how we manage your data. If you have any queries about this policy or how we use your personal information, please contact the Trust (address below). By visiting our website at www.heneb.co.uk you are accepting and consenting to the practices described in this policy.

For the purpose of the Data Protection Act 1998 and the General Data Protection Regulation (GDPR) 2018 the data controller is GAT. The designated person for data protection is the Chief Archaeologist Andrew Davidson.

2. The Trust requires your consent to use your information for certain purposes. By accepting this privacy policy, you consent to our processing such information in accordance with the purposes and provisions of this Privacy Policy. In particular you consent to us contacting you with information about future events, meetings or for marketing purposes.

3. How we collect information

3.1 We collect personal information from you when you use our website, join GAT as a volunteer, a friend of GAT or enquire generally about our activities, register your details, send or receive an email, ask a question or otherwise provide us with personal information.

3.2 The personal information we collect may include your name, email address, postal address, and telephone number. We will record your requests for information and any feedback received from you.

3.3 We need to ensure that your personal information is accurate and up to date. If any of the information that you have provided to us changes - for example, if you change your email address, name, payment details, or if you wish to cancel your subscription or registration, please contact us.

3.4 We also gather general information about the use of our website, such as which pages users visit most often and which services, events or facilities are of most interest. We may also track which pages users visit when they click on links in emails. We may use this information to personalise the way our website is presented when users visit, to make improvements to our website and to ensure we provide the best service for users. Wherever possible we use aggregated or anonymous information which does not identify individual visitors to our website.

4. How will the Trust use your personal information:

Data protection laws require that the personal data we hold about you must be:

- Used lawfully, fairly and in a transparent way;

- Collected only for valid purposes that we have clearly explained to you and not used in a way that is incompatible with those purposes;
- Relevant to the purposes we have told you about and limited only to those purposes;
- Accurate and kept up to date;
- Kept secure and confidential;
- Kept only as long as necessary for the purposes we have told you about.

The Trust will use your personal information:

4.1 to promote the aims of GAT;

4.2 to provide you with services, products or information you have requested or subscribed to;

4.3 to provide you with information about future events, products, and services we think may be of interest to you;

4.4 for administration purposes;

4.5 to notify you about changes to our services; as part of our efforts to keep our site safe and secure; and to ensure that content from our site is presented in the most effective manner for you and for your computer.

5. Instances in which we may share your information.

5.1 We may share your personal information with contractors and suppliers who provide services on our behalf, to the extent necessary to enable you to receive those services, and with any associated organisations and agents for the purposes described above.

5.2 Our website may, from time to time, contain links to and from the websites of other Archaeological Trusts. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

6. How do we protect your personal information?

6.1 We take appropriate measures to ensure that any information disclosed to us is kept secure, accurate and up to date and kept only for so long as is necessary for the purposes for which it is used. However, you should be aware that the use of the internet is not entirely secure and although we will do our best to protect your personal data we cannot guarantee the security or integrity of any personal information which is transferred from you or to you via the internet. Any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features such as encryption or password protection to try to prevent unauthorised access.

6.2 You have the right to ask us not to process your personal data or use your photograph for marketing purposes.

6.3 You also have the right to ask for a copy of the information we hold about you (for which we may charge a fee) and to have any inaccuracies in your information corrected. If you wish to exercise these rights, contact the Trust using the contact details at the end of this policy. You may ask us, or we may ask you, to rectify information you or we think is inaccurate, and you may also ask us to remove information which is inaccurate.

6.4 If you inform us that your personal data is inaccurate the Trust will update the data.

6.5 You have a right to seek the erasure of your data (often referred to as the 'right to be forgotten'). You may wish to exercise this right for any reason, for example where it is no longer necessary for us to continue holding or processing your personal data you may withdraw your consent. You should note that we are entitled to and reserve the right to retain your data for statistical purposes.

6.6 You have a right to prevent us from processing your data for the purposes of marketing. If you would like the Trust to stop using your personal data for this purpose, or if you would like to exercise any of your rights as detailed above, please contact us. We will act in accordance with your instructions as soon as is reasonably possible and there will be no charge.

7. What are cookies?

7.1 A cookie is a small file – it's saved onto your computer or other device when you visit our website. Cookies store small pieces of information. For example – they will remember you have visited our website or performed a certain action.

7.2 We use cookies to help us improve your experience when you visit our website.

7.3 Cookies also let us know which pages of our website you visited; they can help us further develop our website.

- Persistent cookies - these stay valid, and will work until their expiry date (unless you delete them before they expire)
- Session cookies – these expire when you close your web browser. Our website uses cookies to distinguish you from other users of our website. This helps us to provide you with a good experience when you browse our website and also allows us to improve our site.

8. Changes to this policy

8.1 Any future changes we may make to our privacy policy will be posted on this page. Please check back frequently to see any updates or changes to our privacy policy. By continuing to use our website you will be deemed to have accepted such changes.

9. Contact the Trust

If you have any questions about this policy or how we use your personal information, please contact the Trust by telephone, email or post.

Gwynedd Archaeological Trust

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