



MIDDLE NENE ARCHAEOLOGICAL GROUP

MidNAG Data Protection Policy

What information does MidNAG hold about me?

MidNAG holds information on all its members. Membership information comprises members' name, postal address, e-mail address and telephone number, or such of those as have been provided.

MidNAG may also collect medical information if you apply to us to volunteer at an archaeological excavation or other fieldwork that MidNAG has organised.

What format is my information kept in?

Membership information is held in a spreadsheet, which is currently maintained jointly by MidNAG's Treasurer and Chair.

Medical information is requested in paper copy only, and is not kept in an electronic format.

What is my information used for?

Membership information is the basis for MidNAG's regular communications with its members. Members' details are only used to contact them about matters relating to their membership of MidNAG, and about MidNAG's activities.

Medical information is only collected to enable us to call for appropriate medical attention, if you should need it whilst engaged in fieldwork with MidNAG, and to supply relevant information to medical professionals if you need particular treatment.

Who has access to my information?

Members of the MidNAG committee have access to the membership list when necessary to enable communication with members, but the information is never passed to third parties.

Medical information is held by fieldwork organisers until it is needed.

How long is my information kept?

Membership information is kept until you cease being a member, plus one year. You may ask for your details to be removed at any time if you no longer wish us to contact you. Contact details may also be held incidentally within MidNAG's archives, but these are not used for communication purposes.

Medical information is destroyed as soon as is practical after the fieldwork that it was collected for has finished.

Do you hold non-members information?

We may occasionally collect information about non-members. This is only ever used to contact you about the activity regarding which the information was originally obtained, *e.g.* you were interested in becoming a member of MidNAG, or receiving information about a future MidNAG event.

How do I request a copy of my information?

Please [contact the Treasurer](#)

How do I get my information updated?

Please [contact the Treasurer](#)

How do I get my information removed from your records?

Please [contact the Treasurer](#)