

# **Mid Grampian Mesolithic Privacy Policy**

## **Our contact details**

**Name:** Mid Grampian Mesolithic (MGM)

**E-mail:** [midgrampianmeso@outlook.com](mailto:midgrampianmeso@outlook.com)

## **The type of personal information we collect**

We currently collect and process the following information:

Name and Contact details

Emergency Contact Persons details

Health conditions that may affect you during field walking and / or other archaeological activities

Emergency medications

## **How we get the personal information and why we have it**

**Most of the personal information we process is provided to us directly by you for one of the following reasons:**

To add you to our email mailing list

To provide emergency contact details

To provide details of relevant health conditions

## **We use the information that you have given us in order to**

To add you to our email mailing list

To use if an emergency incident occurs during MGM activities

## **We may share this information with** MGM Group Leaders and Emergency Services

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

- (a) Your consent. You are able to remove your consent at any time. You can do this by contacting [midgrampianmeso@outlook.com](mailto:midgrampianmeso@outlook.com)
- (b) We have a vital interest.

## How we store your personal information

Your information is securely stored both electronically and hard copy

We keep your Volunteer Registration Form for Emergency Contact for ONE YEAR. We will then dispose of your information by shredding hard copies and deleting electronic copies from Cloud storage.

## Your data protection rights

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at [midgrampianmeso@outlook.com](mailto:midgrampianmeso@outlook.com) if you wish to make a request.

## **How to complain**

If you have any concerns about our use of your personal information, you can make a complaint to us at [midgrampianmeso@outlook.com](mailto:midgrampianmeso@outlook.com)

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>