



# CAMBRIDGE ARCHAEOLOGY FIELD GROUP

## Protecting Your Personal Information

CAFG is a voluntary membership organisation formed to enjoy practical archaeology.

We collect personal information when you join as a member or you make enquiries about the Group. Personal information is any that can be used to identify you. It may include name, postal address, telephone number and email address, subscription payment information and a record of your attendance at certain Group activities. The collection of any additional personal data, such as photographs, will be subject to specific consent at the time.

The information is collected for the purposes of sending you details about the Group's activities and other matters of archaeological interest – by email or other means - processing membership and assisting with organising Group activities.

The Group holds and processes information on the basis of your informed consent and our legitimate interests. You may withdraw consent at any time and we will delete your personal information from that point onwards. In any case, your information will only be held for as long as you are interested in belonging to or hearing about the Group.

The Group is committed to protecting your privacy and your information will be accessible only to committee members where necessary for them to carry out their role within the Group. We will not pass it on to any other organisation.

An appropriate level of security is maintained. No personal information other than contact details for committee members is available through the website and cookies are not held.

You can check what personal information we hold about you, update it and request its removal from our records at any time by contacting [cafgmemberships@gmail.com](mailto:cafgmemberships@gmail.com). You also have the right to raise a complaint with the UK Information Commissioner's Office at [www.ico.org.uk](http://www.ico.org.uk).

10 June 2022