

Data Protection Statement

CBA East Midlands holds information on all its members comprising their name, postal address, e-mail address and telephone number, or such of those as have been provided. This information is held in an Excel spreadsheet, which is maintained and updated by CBA EM's Membership Secretary. This spreadsheet is the basis for CBA EM's regular communications with its members.

Members of the CBA EM committee have access to the membership list, but the data on there is never passed to third parties. Members' details are only ever used to contact them about matters relating to their membership of CBA EM, and to fulfil CBA EM's membership service of providing its members with news about archaeological activities within the East Midlands.

Information held by CBA EM about non-members is only ever used to contact those people about the activity regarding which the information was originally obtained, e.g. grant applications, conferences they attended, or their participation in a specific CBA EM project.

Details of former members are routinely held on the membership database for two years after their membership has ended, unless those former members ask for their details to be removed. Contact details may also be held incidentally within CBA EM's archives, but these are not used for communication purposes.

Anyone who wishes to update their details, check that the details held by CBA EM are correct, or stop receiving communications from CBA EM can do so by contacting either the Secretary, David Ingham (david.cba-em@albiondi.plus.com; 07717 866767) or the Membership Secretary, Nicholas Povey (Nicholas.povey@ntlworld.com), as appropriate.

Marilyn Palmer
Chair, CBA East Midlands

25th May 2018