

# Worthing Archaeological Society

Registered Charity 291431  
(Affiliated to the Sussex Archaeological Society)

## **Worthing Archaeological Society**

### **GENERAL DATA PROTECTION REGULATION (GDPR) 2018**

### **STATEMENT OF COMPLIANCE**

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## **1. INTRODUCTION**

GDPR came into being on 25<sup>th</sup> May 2018. Building on the Data Protection Act (1998) but with additional requirements, it relates to personal data concerning identifiable, living individuals. It is also designed to give greater control to individuals over how their data is managed. All organisations have a duty to work towards compliance. Data breaches could incur heavy fines or litigation. Improved record keeping and administrative procedures are required to aid compliance.

The WAS project team followed advice given on the Information Commissioner's Office (ICO) website in order to comply with GDPR legislation. The GDPR Self-Assessment Checklist was used in order to identify the progress to-date for WAS.

## **2. GDPR LEGISLATION – WAS AS DATA CONTROLLER**

According to the ICO website, a Data Controller determines the purposes and means of processing personal data and a Data Processor is responsible for processing personal data on behalf of a controller. (ico.org.uk)

### **Article 5(1) requires that data is:**

- a) “Processed lawfully, fairly and in a transparent manner in relation to individuals;
- b) Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes;
- c) Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- d) Accurate and, where necessary, kept up to date, every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;
- e) Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to the implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals;
- f) Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.”

### **Article 5(2) requires that:**

“The Controller be responsible for, and be able to demonstrate, compliance with the principles.”

### **3. GDPR PRINCIPLES – WORK UNDERTAKEN BY WAS**

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/>

#### **Step 1 of 4: Lawfulness, fairness and transparency**

##### **3.1.1. Information you hold**

Your business has conducted an Information Audit to map data flows.

*WAS has documented what personal data is held, where it came from, who it is shared with and what is done with it.*

##### **3.1.2. Lawful Basis for processing personal data**

Your business has identified the lawful basis for processing personal data and has documented it.

*Member's explicit consent has been identified as being the 'Lawful Basis' for processing their personal data; there is no other way to achieve it. This is written into the WAS Privacy Notice which is published on its website.*

##### **3.1.3. Consent**

Your business has reviewed how you ask for and record consent.

*WAS has achieved this by supplying a new Membership Form (on the website) and obtaining member's explicit consent for holding their personal data. WAS also holds Trustee consents for processing personal data for application to the Charity Commission's website. All such consents are recorded on the Members Database.*

##### **3.1.4. Consent to process children's personal data for on-line services**

If your business relies on consent to offer online services directly to children, you have systems in place to manage it.

*This is not applicable as WAS does not hold any children's personal data.*

##### **3.1.5. Vital Interests**

This lawful basis is very limited in scope and generally only applies to matters of life and death.

*This does not apply to any data that WAS holds.*

##### **3.1.6. Legitimate Interests as lawful basis**

*This is often applied to fraud prevention or for marketing purposes – not applicable to WAS.*

##### **3.1.7. Registration with the Information Commissioner's Office**

*WAS is a 'Not for Profit' organisation and only processes information for recreational purposes. It is not deemed necessary to register with the ICO.*

## **Step 2 of 4: Individuals' Rights**

### **3.2.1. Right to be informed including Privacy Notices**

Your business has provided privacy notices to individuals.

*WAS has a new Privacy Notice which has been added to its new Membership Form and also to the Membership Page on the website. This informs individuals of the reason for collecting data, the type of data collected and who shares the data. It is clear and concise.*

### **3.2.2. Communicate the processing of children's personal data**

If your business offers online services directly to children, you communicate privacy information in a way that a child understands it.

*WAS does not hold any children's personal data so this does not apply.*

### **3.2.3. Right of access**

Your business has a process to recognise and respond to individuals' requests to access their personal data. This needs to be supplied within 1 calendar month. It can be requested verbally or in writing.

#### **WAS Process is as follows:**

- 1) Request will go to the Membership Secretary*
- 2) Who will verify the member's identity by using reasonable means*
- 3) The Membership Secretary will supply the information required*

### **3.2.4. Right to rectification and data quality**

Your business has processes to ensure that the personal data you hold remains accurate and up-to-date.

#### **WAS Process is as follows:**

- 1) An ongoing consent process for up-dating data is planned with members being reminded at suitable intervals to let WAS know of any changes they want to make to their data holdings and consents. Records will be updated accordingly.*
- 2) Trustees will be asked to update their personal data on an annual basis for application to the Charity Commission website.*

### **3.2.5. Right to erasure (including retention and disposal)**

Your business has a process to securely dispose of personal data that is no longer required or where an individual has asked you to erase it. This can be requested verbally or in writing. WAS should respond within 1 calendar month. Identification of member should be verified.

#### **WAS Process is as follows:**

- 1) If requested by a member to remove personal data, the Membership Secretary will do so from all lists, electronic and paper. She will also ask other Trustees to do the same from subsets.*
- 2) Personal data will be confidentially shredded and disposed of.*

- 3) *The WAS Field Work Health and Fitness Form giving details of any medical illness and important contacts while working on site, will be disposed of after 1 year. Except for those where a medical condition could result in a future insurance claim. Then the form will be kept securely by the Treasurer or Membership Secretary.*
- 4) *Member's information will be deleted from the database within two years of them ceasing to be a member (as stated in the Privacy Notice).*

### **3.2.6. Right to restrict processing**

Your business has procedures to respond to an individual's request to restrict the processing of their personal data. Requests can be verbal or in writing. Identity needs to be verified. 1 month to respond.

#### **WAS process is as follows:**

- 1) *Member's personal data could be requested to be only held on the main database, for communications purposes eg: for newsletters etc. and for 'need to know' basis only, other subsets should be destroyed.*
- 2) *Members are informed at the beginning of WAS events when photographs will be taken and they can opt out if necessary.*

### **3.2.7. Right of data portability**

Your business has a process to allow individuals to move, copy or transfer their personal data from one IT environment to another in a safe and secure way, without hindrance.

#### **WAS process is as follows:**

*Memory Sticks are used as a secure transference method for data.*

### **3.2.8. Right to object**

Your business has procedures to handle an individual's objection to the processing of their personal data. Request can be verbal or in writing. Identity needs to be verified. WAS must respond within 1 calendar month.

#### **WAS process is as follows:**

- 1) *A member can ask for their data to be deleted at any time by contacting the Membership Secretary who will deal with it accordingly.*
- 2) *If a member has any concerns regarding the privacy or handling of their data, they can contact the Secretary, who will contact the Membership Secretary and GDPR subgroup to deal with the matter on a 'case by case' basis. A record will be kept of such cases. (As stated on WAS Privacy Notice).*

### **3.2.9. Rights relating to automated decision making including profiling**

Your business has identified whether any of your processing operations constitute automated decision making and have processes in place to deal with them.

*WAS does not have any operations that deal with automated decision making.*

*Not applicable.*

### **Step 3 of 4: Accountability and Governance**

#### **3.3.1. Your business has an appropriate data protection policy**

*A GDPR Compliance Statement has been written, ratified by WAS Trustees and posted on the website. It will be reviewed periodically. Data protection awareness training will take place during WAS Committee meetings (as necessary).*

#### **3.3.2. Data Processor Contracts**

Your business has a written contract with any data processors you use.

- 1) **Charity Commission and WAS** - WAS has a relationship with the C.C. whereby it supplies it with confidential Trustee data for the Trustee Page on C.C. website, minimal data (eg. name only) can be seen by the public.*
- 2) **Insurance Company and WAS** – Our insurers are data processors for us. They cross check our information with the Charity Commission.*
- 3) **Worthing Museum, Library and WAS** – WAS have contracts with these providers for the hire of rooms. The Treasurer holds these for WAS.*

#### **3.3.3. Information Risks**

Your business manages information risks in a structured way so that management understand the business impact of personal data risks and manages them effectively.

**A Risk Assessment is being carried out.**

#### **3.3.4. Data Protection by Design**

Your business has implemented appropriate technical and organisational measures to integrate data protection into your processing activities.

- 1) **Fast becoming part of WAS cultural mindset, Trustees/Committee members send out Blind Carbon Copy (BCC) emails to large membership groups to protect individual contact data (this is stated in its Privacy Notice).***
- 2) **At events prior warning is given when photographs are taken so that individuals can opt out if needed.***
- 3) **WAS restricts data to ‘need to know’ only.***
- 4) **Data is held on home computers and are backed-up locally. No Cloud storage is used.***

#### **3.3.5. Data protection Impact Assessments**

*WAS does not use systematic and extensive profiling with significant effects; or process special category or criminal offence data or use new technologies.*

*Not Applicable to WAS.*

#### **3.3.6. Data Protection Officers**

*WAS has a GDPR Sub-Group of 3 Members.*

### **3.3.7. Management Responsibility**

Decision makers and key people in your business demonstrate support for data protection legislation and promote a positive culture of data protection compliance across the business.

*It is incumbent on all WAS membership to take responsibility for compliance with GDPR principles. At the A.G.M. in March, members and committee members were made aware of the new legislation coming into being. Further information has been provided throughout the consent gathering process. This compliance document will be ratified by the Committee and then posted on the website. Members will be notified of its existence in the next Newsletter.*

## **Step 4 of 4: Data security, international transfers and breaches**

### **3.4.1. Security policy**

Your business has an information security policy supported by appropriate security measures.

*The membership database is held on the Membership Secretary's home computer which has virus protection. Any subsets are restricted to strictly 'need to know' only. No Cloud storage is used. A black locked metal box is used for conveying members' Field Work Health and Fitness Form out to dig sites. These are guarded by the supervisor on site.*

### **3.4.2. International transfers**

Your business ensures adequate level of protection for any personal data processed by others on your behalf that is transferred outside the E.U.

*WAS does not carry out any international business. Not applicable to WAS.*

### **3.4.3. Breach notification**

Your business has effective processes to identify, report, manage and resolve any personal data breaches. A personal data breach means a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data.

#### **WAS process is as follows:**

*These cases must be dealt with as soon as possible and the individual's identity needs to be verified. If a member has any concerns regarding the privacy or handling of their data, they can contact the Secretary, who will contact the Membership Secretary and GDPR subgroup to deal with the matter on a 'case by case' basis. A record will be kept of such cases. The member should be informed of the out-come. It would not be considered necessary to inform the ICO since any breach is unlikely to result in a risk to the rights and freedoms of individuals.*



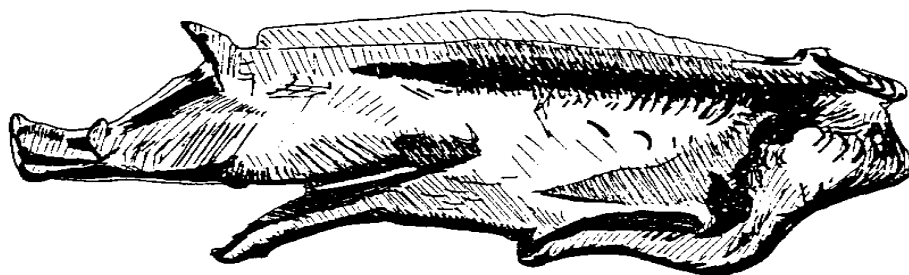
## 4 CONCLUSION

This is not a 'tick box' exercise, it involves the current and ongoing standard for handling personal data and as such WAS should aim to embed it in its culture. WAS will need to continue to review its processes and ensure they are up-to-date.

However, it must be remembered that any work done needs to be proportionate to its obligations and be appropriate for an organisation of its size.

According to the GDPR Checklist for Controllers, WAS has achieved a Green Rating for the work it has carried out. WAS is now compliant with GDPR principles.

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JPSB