

Data Protection Policy

This statement describes the Society's Data Protection Policy. The Society takes its responsibilities under the United Kingdom's Data Protection legislation very seriously. As well as being a legal requirement, this is an important customer service. The Society is committed to protecting your privacy and security. Whenever you provide personal information, we shall treat that information in accordance with this policy and the United Kingdom's current Data Protection legislation. If at any time you believe we have acted inappropriately, please let the Society know immediately.

In order to provide an efficient service for members, volunteers, participants and other stakeholders, we hold electronically or on paper certain basic personal data, which you provided the Society with upon enrolment. We also need to collect certain data in order to fulfil our health, safety and welfare responsibilities for participants in Society activities and this may include some data that is sensitive. In addition, in order to provide a more effective service and/or to enhance the Society's resources by recourse to expertise within its membership, you may have been asked to provide certain additional information. The provision of this additional information is optional.

You will be asked if you wish to share your contact details and additional information on interests and expertise with fellow participants or Society members. Sharing of such data is entirely voluntary. Your personal data will not be shared with any other persons without your prior express consent.

The Society has security procedures in place to protect the loss, misuse or alteration of all personal information under the Society's control. The Society will not provide any of this personal information to any third party, except with your prior express consent. The Society will retain this personal information within the United Kingdom, and will not transfer it to any other country, except with your prior express consent. Personal data will be retained only for as long as necessary to provide an efficient and effective service, or as required by regulations.

Accessing the Nautical Archaeology Society's web site does **not** record any information about you. The use of the Society's web site does not require you to disclose personal information unless you choose to disclose it for a specific purpose, such as membership enrolment. Any personal information you provide to the Society via its web site will be held electronically in accordance with this policy statement. Please note that the Society's web site contains hyperlinks to other web sites. This facility is supplied in good faith, in case it is of interest or use to you. The Society is not responsible for the data protection policies, nor the content or functioning, of these other web sites.

You can request a copy of the personal information held by the Society by contacting the Society at the registered address. Please note that under United Kingdom law, the Society is entitled to charge you a small sum for providing a copy of your personal information. Currently this charge is set at £10.00.

This policy statement is available on the Society's website.

Signed:



Date: 24/1/07

Chair of Executive Committee