

Data controller: Oxford Archaeology Ltd – Janus House, Osney Mead, Oxford OX2 0ES

Oxford Archaeology (OA) collects and processes personal data relating to its volunteers, interns and work experience students. OA is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information does the organisation collect?

The organisation collects and processes a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number, date of birth and gender i.e. in your application form;
- information about your next of kin, and emergency contacts;
- information about your nationality and entitlement to volunteer in the UK;
- information about your criminal record, as required;
- details of your deployment, inductions and training;
- information about medical or health conditions, including whether or not you have a disability for which the organisation needs to make reasonable adjustments;

The organisation collects this information in a variety of ways. For example, data is collected through application forms and CVs.

In exceptional cases, the organisation collects personal data about you from third parties, such as references supplied by former employers, information from employment background check providers, and information from criminal records checks permitted by law.

Data is stored in a range of different places, including in OA's Outreach and Administration department and in other IT systems (including the organisation's email system).

Other identifying data may also be collected in the normal archaeological research activities of OA undertaking its charitable objectives and as required by the obligations to archaeological standards current at the time. These may include photographs (i.e. site data record photographs) and archaeological recording sheets. These 'records' are not part of the 'employee' dataset and are stored separately within OA's archaeological archives. They are not searchable on an individual.

Why does the organisation process personal data?

The organisation needs to process data to enter into a relationship with you and to meet its obligations. In addition, the organisation needs to ensure the effective organisation of placements for; volunteers, interns and work experience placements.

In some cases, the organisation needs to process data to ensure that it is complying with its legal obligations. For example, to comply with health and safety laws. For certain positions, it is necessary to carry out criminal records checks to ensure that individuals are permitted to undertake the role in question.

VOLUNTEERS, INTERNS AND WORK EXPERIENCE PRIVACY NOTICE	Version Number 001	Issue Date: 2018
OA	Page 1 of 3	Review date: As required

Processing data allows the organisation to:

- maintain accurate and up-to-date records and contact details (including details of who to contact in the event of an emergency)
- ensure effective general business administration
- provide references on request for current or former volunteers, interns and work experience placements
- Some special categories of personal data, such as information about health or medical conditions, is processed to carry out obligations (such as those in relation to those individuals with disabilities and for health and safety purposes).

Who has access to data?

Your information will be shared internally, including with members of the Outreach and Administration teams and individuals with supervisory responsibility, as necessary. Your information will also be shared with IT staff if access to the data is necessary for performance of their roles.

The organisation may share your data with third parties in order to obtain pre-employment references from other employers, obtain employment background checks from third-party providers and obtain necessary criminal records checks from the Disclosure and Barring Service. OA may share your data with third parties for operational and commercial requirements of the organisation and its clients. For example, the organisation may be required to provide evidence of right to volunteer documentation prior to individuals working on sites.

The organisation will not transfer your data to countries outside the European Economic Area.

How does the organisation protect data?

The organisation takes the security of your data seriously. The organisation has internal policies and controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the necessary performance of their duties.

Further OA policies that relate to the control and use of data can be found on OA's intranet:

OA Data Protection Policy

OA IT Acceptable Usage Policy – Computers, Email and the Internet

OA Mobile Phone Policy

OA Cybersecurity Policy

For how long does the organisation keep data?

The organisation will hold your personal data for the duration of your time with OA.

VOLUNTEERS, INTERNS AND WORK EXPERIENCE PRIVACY NOTICE	Version Number 001	Issue Date: 2018
OA	Page 2 of 3	Review date: As required

Volunteers, Interns and Work Experience placements – data will be kept for the duration of the placement and for 3 years afterwards.

You may request for your contact data to be removed from our database at any time and volunteers will be contacted on an annual basis, via email requesting confirmation for OA to retain their contact data on file.

Data that are collected as part of the archaeological site record, that may for example contain your name or photograph, and forms part of the archaeological site record will, in normal circumstances, be deposited as a digital or paper archive in the public domain.

There may be statutory requirements to keep health and safety data or other information for longer periods e.g. Control of Asbestos at Work Regulations.

Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the organisation to change incorrect or incomplete data;
- require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing; and
- ask the organisation to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the organisation's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact:

Human Resources
Janus House
Osney Mead
Oxford
OX2 0ES

Alternatively you can email Human Resources at hr@oxfordarch.co.uk.

If you believe that the organisation has not complied with your data protection rights, you can complain to the Information Commissioner.

What if you do not provide personal data?

You have some obligations to provide the organisation with data. Failing to provide the data may mean that you are unable to exercise your statutory rights.

VOLUNTEERS, INTERNS AND WORK EXPERIENCE PRIVACY NOTICE	Version Number 001	Issue Date: 2018
OA	Page 3 of 3	Review date: As required