

## **Privacy Policy**

Past Participate respect your right to privacy online and understand that you want to keep control of your personal information. We're committed to protecting any information you share with us.

We collect and store several different forms of data and these are set out below so that you can clearly see why and what we do with it. This will enable you to make informed choices about the data you share we with us. We try to limit the amount of data we gather and the length of time we keep it for. We will also remind you of these policies at the point of collecting any data. You can also contact us at any time if you are concerned about any data protection issues.

### **Our legal basis for collecting data**

We collect and process information about you only where we have legal basis for doing so. This legal basis will depend on the individual services you use and how you use them. Additional information is provided below but in general terms we will only collect and use your information where:

- You have given us consent to do so.
- It is necessary for us to provide you with a service.
- It satisfies a legitimate commercial interest which is not overridden by your data protection interests. This may include research, evaluation and event development.
- We need to process your data to comply with a legal obligation.

### **Questions & Access Requests**

The General Data Protection Regulation (2018) gives you the right to ask what personal data we hold, to ask us to update, erase it if you no longer consent to our use of it or to restrict how we process it. We will endeavour to respond to any such requests within one month. We also welcome questions about our Privacy Policy, please contact us at [info@pastparticipate.co.uk](mailto:info@pastparticipate.co.uk)

**Policy Changes** Any updates we may make to our Privacy Policy in the future will be published on this page and significant changes noted below.

	Data	How we get it	Storage method/third party involvement	Reason for collecting
<b>Mailing List</b>	Name and Email address	<ul style="list-style-type: none"> <li>• Personal consent</li> </ul>	<ul style="list-style-type: none"> <li>• Wix</li> <li>• Hubspot</li> <li>• Excel documents on personal computer</li> </ul>	With your consent to keep in touch with you
<b>Events</b>	<ul style="list-style-type: none"> <li>• Name</li> <li>• Contact details</li> <li>• Medical, physical or mental information relevant that we may need to be aware of in order to provide a good experience for you</li> <li>• Wellbeing assessments</li> <li>• Any additional feedback that you wish to provide</li> <li>• Photos</li> </ul>	<ul style="list-style-type: none"> <li>• Personal consent</li> </ul>	<ul style="list-style-type: none"> <li>• Contact details: excel documents stored on personal laptops</li> <li>• Google forms/Google Drive</li> <li>• Paper copies of medical information will be taken into the field and stored securely until destroyed after event.</li> <li>• Digitized versions stored securely on personal laptops.</li> <li>• Wellbeing assessments and feedback will be stored on personal</li> </ul>	<ul style="list-style-type: none"> <li>• Prepare and plan events</li> <li>• To ensure safe working practices</li> <li>• To monitor the quality of events</li> <li>• To provide evaluative assessment, including background and mental wellbeing of participants</li> <li>• To enable us to discharge duties to funding bodies</li> </ul>

			computers, hard drives or personal google drive/OneDrive folder and anonymised in any reports or publications.	
<b>Archaeological Archive</b>	An archaeological archive collects and records data which relates to the research undertaken. We believe that are participants are an important part of this process and therefore we may store your name, photos and evaluation feedback within the archive. All other identifiable data will be removed.	Personal Consent	<ul style="list-style-type: none"> <li>• Pen and Paper</li> <li>• This data may be shared with archaeological archiving organisations such as Dorset County Museum or the Archaeological Data Service.</li> </ul>	Understanding the archaeologists is as important as understanding the archaeology.
<b>Direct Communication (email)</b>	Enquiries or information emailed to us by you	Personal consent	<a href="http://www.wix.com">www.wix.com</a> <a href="http://www.google.com">www.google.com</a> We will keep this information within our email host until the issue is resolved or the information safely stored elsewhere.	To enable communication with you.

<p><b>Website and Cookies</b></p>	<p><b>Cookies</b> We only use essential cookies except when taking booking information. Third party websites may use additional cookies.</p>	<p>Through use of the website</p>	<p>Our website is hosted on the WIX.com platform. Your data may be stored through Wix.com’s data storage, databases and the general Wix.com applications. They store your data on secure servers behind a firewall. The types of cookies used are listed here <i><a href="https://support.wix.com/en/article/cookies-and-your-wix-site">https://support.wix.com/en/article/cookies-and-your-wix-site</a></i> .</p>	<p>WIX uses cookies for important reasons such as</p> <ul style="list-style-type: none"> <li>• To provide a great experience for your visitors and customers.</li> <li>• To identify your registered members (users who registered to your site).</li> <li>• To monitor and analyze the performance, operation and effectiveness of Wix's platform.</li> <li>• To ensure our platform is secure and safe to use.</li> </ul>
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