

Privacy Notice

When depositing your finds or registering interest in the Portable Antiquities Scheme (PAS), your Finds Liaison Officer (FLO) or another PAS staff member will ask for your personal and contact details.

Using your information

How we use your data will depend on the nature in which it is provided. This is outlined below.

Registering for an account on the PAS database (all user account levels)

We use your personal data (your name and contact information) in the following two ways:

1. To provide you with an account on the PAS database and communicate with you regarding this.
2. To generate a user profile on the PAS database to attach data and user generated content (content generated by you). This information enables you to be named as the finder on a PAS database record. You will be asked to provide your contact details and the county in which you live to help ensure that the correct user profile is connected to your account.

Personal details are stored securely in a password controlled area of the database. Paper copies of contact details are shredded following electronic upload.

We will keep your personal data indefinitely as part of the archaeological record or where this is necessary.

We will only share your personal data for the purpose we set out above and for research purposes with PAS staff (including Finds Liaison Officers, Finds Liaison Assistants and in-house volunteers, Finds Advisers, the Portable Antiquities Scheme Central Unit, Treasure Team staff, and British Museum and local curators, conservators and scientists) who have signed a Non-Disclosure Agreement, and law enforcement agencies. We will not use or share your personal data with anyone else for any other purpose. Database users with access levels below Finds Liaison Officer, including researchers, do not have access to any personal details.

Finders who have had finds recorded by the PAS

We use your personal data (your name and contact information) in the following two ways:

1. To provide the PAS finds recording service and communicate with you regarding this. Personal details are stored so that FLOs or other PAS staff can contact you to return finds, make online finds recordings or request further information regarding these.
2. To generate a user profile on the PAS database to attach data and user generated content (content generated by you). This information enables you to be named as the finder on a PAS database record. You will be asked to provide your contact details and the county in which you live to help ensure that the correct finder is named on the database records.

Personal details are stored securely in a password controlled area of the database. Paper copies of contact details are shredded following electronic upload.

We will keep your personal data indefinitely as part of the archaeological record or where this is necessary.

We will only share your personal data for the purpose we set out above and for research purposes with PAS staff (including Finds Liaison Officers, Finds Liaison Assistants and in-house volunteers, Finds Advisers, the Portable Antiquities Scheme Central Unit, Treasure Team staff, and British Museum and local curators, conservators and scientists), who have signed a Non-Disclosure Agreement and law enforcement agencies. We will not use or share your personal data with anyone else for any other purpose. Database users with access levels below Finds Liaison Officer, including researchers, do not have access to any personal details.

Finders of Treasure including disclaimed objects

We use your personal data in the following three ways:

1. To provide the Treasure reporting and finds recording service and communicate with you regarding this. Contact details are stored so that FLOs or other PAS staff can contact you to return finds, make online finds recordings or request further information regarding these.
2. To generate a user profile on the PAS database to attach data and user generated content (content generated by you). This information enables you to be named as the finder on a PAS database record. You will be asked to provide your contact details and the county in which you live to help ensure that the correct finder is named on the database records.
3. As a legal requirement as part of the Treasure process, or in cases of significant archaeological interest. The British Museum will retain paper records of Treasure related paperwork for at least two years after a case is closed. After that, the majority of paper records will be destroyed. Where representations have been made to the Secretary of State regarding the reward payment, records will be retained indefinitely. Other case files, such as in cases of significant archaeological interest, may be retained indefinitely as a matter of public interest at the discretion of the Treasure Section. The closure of a case is defined by the time when the Crown's interest in a case is disclaimed, it is judged not to meet the criteria of Treasure, or when interested parties have been paid a reward for finds that have been acquired by a museum.

Electronic copies of Treasure related paperwork, including reports on items of Treasure for the Coroner and Receipts for items of reported Treasure will be retained indefinitely, as will the corresponding Portable Antiquities Database records for these finds.

We will only share your personal data for the purpose we set out above and for research purposes with PAS staff (including Finds Liaison Officers, Finds Liaison Assistants and in-house volunteers, Finds Advisers, the Portable Antiquities Scheme Central Unit, Treasure Team staff, and British Museum and local curators, conservators and scientists) who have signed a Non-Disclosure Agreement, the Department for Digital, Culture, Media and Sport (DCMS), owners or occupiers of the land (or their representatives) where the find was made, coroners offices and law enforcement agencies. We will not use or share your personal data with anyone else for any other purpose. Database users with access levels below Finds Liaison Officer, including researchers, do not have access to any personal details.

Registering interest in Portable Antiquities Scheme activities, such as talks or other outreach events

We use your personal data in the following way:

1. To provide the service in which you registered interest and communicate with you regarding this.

Personal details are stored securely in a password controlled electronic folder. Paper copies of contact details are shredded following electronic upload.

We will keep your personal data for seven years following receipt of your details.

We will only share your personal data for the purpose we set out above and for research purposes with PAS staff (including Finds Liaison Officers, Finds Liaison Assistants and in-house volunteers, Finds Advisers, the Portable Antiquities Scheme Central Unit, Treasure Team staff, and British Museum and local curators, conservators and scientists) who have signed a Non-Disclosure Agreement, and law enforcement agencies. We will not use or share your personal data with anyone else for any other purpose. Database users with access levels below Finds Liaison Officer, including researchers, do not have access to any personal details.

Applicable to all

We use anonymised data to report to the Department for Digital, Culture, Media and Sport (DCMS), government and other stakeholders on key statistics such as finds and finder numbers. Statistics are published in the PAS and Treasure Annual Reports and the British Museum's Annual Report and Annual Review. We also analyse the performance of services provide information to our stakeholders and funders as part of our on-going relationships with them.

We will only disclose your information to companies, such as British Museum wholly owned affiliates and contracted suppliers (some of whom may be outside the UK/EEA) that act as "data processors" on our behalf. We will never sell your personal information to any third party organisation.

We will only collect personal data which you knowingly and willingly provide. Your contact details will only be used for the purpose for which you have provided them and they will not be added to a mailing list or used for any other purpose without your consent. We will not use or share your personal data with anyone else for any other purpose.

Your rights are protected under the Privacy and Data Protection Legislation.

Accessing your information

You have the right to ask in writing for a copy of your personal data held by us, to find out for which purposes it is being processed, to whom it may be disclosed, and to correct any inaccuracies. You may also request the deletion or removal of personal data where there is no compelling reason for its continued processing.

You should make your request for access to your personal information in writing to the Information Manager, Legal Services, British Museum.

Privacy Notice Consent Form

Please complete the following if you are happy for the Portable Antiquities Scheme to hold your personal and contact details as covered in our Privacy Notice.

I consent to your use of my personal data for the purposes covered in the Privacy Notice

Please contact me by the methods I have ticked:

- by post
- by email
- by phone

First name:

Last name:

Address:
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.....
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Telephone:

Email:

Signature:

You may withdraw your consent at any time by contacting the Scheme at info@finds.org.uk or 020 7323 8618.

Please see The British Museum's privacy policy at http://www.britishmuseum.org/about_this_site/terms_of_use/privacy_policy.aspx for more details about how we use your personal data and about your rights or contact the Museum's Data Protection Officer at info@britishmuseum.org, telephone 020 7323 8000.