



BABAO Outreach and Events Additional Data Protection Policy 2021

INTRODUCTION

As a part of BABAO's charitable status and in order to comply with the governing documents of the organisation, BABAO holds outreach events. These aim to support and educate both our members and the public within the field of Biological Anthropology and Osteoarchaeology.

These events are headed up by the Outreach Officer (currently Rebecca Cadbury-Simmons) and a team of volunteers from both the Board of Trustees and the general membership. Non-members are unable to volunteer at events.

VOLUNTEERING DATA

All members of BABAO are bound to follow the Code of Conduct as they are representatives of the organisation. This is agreed upon when individuals enter into the membership.

When members apply to join BABAO they have the option to indicate that they would be interested in assisting as a volunteer at outreach events. This information is stored by the Membership Secretary according to the BABAO Data Protection Policy 2021. The Outreach Officer can access this data when necessary by submitting a request to the Membership Secretary which is recorded in the BABAO Membership Data Request Register.

Membership renews each year and members are required to update their information at the point of renewal. This gives them the opportunity to renew or revoke their interest in volunteering. They can also change this at any point during the year.

COMMUNICATION

When an event is being run the Outreach Officer will contact the members on the list of volunteers and will also advertise the need for additional membership through JISCmail and other social media websites.

Volunteers will be contacted via email as a neutral form of communication. They will be contacted individually or through a blind cc to ensure that no personal information is shared between members.

The mobile phone of the organiser, most often the Outreach Officer will be used as BABAO holds no organisation phone. Following the end of the event all the numbers will be removed from the phone of the Trustee or organiser.



Photographs and Videos

No photographs of children (individuals under 18 years of age) will be taken or used by BABAO.

Consent is required from individuals identifiable in any photos or videos when they are taken, stored or used by BABAO.

BABAO will endeavour to only use stage photographs featuring members who have given permission by completing a photo consent form.

The consent forms will be stored in a folder on the BABAO shared drive with access limited to the Outreach Officer and Communications Officer only. The photographs will be stored in a separate folder.

A new photo/video consent form will be collected each time. Individuals have the right to withdraw permission at any point by contacting the Data Protection Lead. Every effort will be made to remove the photograph, however, if it is used in a physical form (such as a banner or leaflet), this may not be possible. This will have been made clear to the individual at the time permission was sought.

A new permission form will need to be completed if the original use of the photograph has changed. The Outreach Officer or Communications Officer can use the original permission form to contact the individual.

A regular check of the forms and photographs will be carried out following the renewal of membership in January of each year.

POLICY FOR ONLINE EVENTS.

Sign up for online events will include an opt-in to allow for permission for recordings to be made. However, best practice will be to only record the speaker and to anonymise any attendees. Speakers will complete a permission form beforehand. Any discussion sessions or Q and As will not be recorded, stored or published.

The Outreach Officer will be responsible for collecting and storing permission, with support from the Communications Officer.