

DMLCS Compliance with GDPR Requirements

The Dictionary of Medieval Latin from Celtic Sources (DMLCS) is an integrated database and dictionary project, designed to contribute to the fields of Patristic, Medieval, Celtic, and Latin studies by compiling and publishing suitable scholarly works, both in electronic and in conventional media.

In respect of materials containing “personal data” in the sense envisaged by GDPR, with effect from 25th May 2018 DMLCS will aim to have retained and to retain, whether in hard copy (locked in the DMLCS office) or digitally (in secure folders):

- 1) Minutes (and, where referred to from the Minutes, explanatory publication-related spreadsheets) of the DMLCS Editorial Board and of the Scriptorum Celtigenae Committee AGMs: in each case, one hard copy (being the official, signed Academy record of the history of the Project) and, for two years only, digitally (electronic versions are securely deleted at that point).
- 2) Correspondence and e-mails necessary for input to each AGM. Such material is securely destroyed once the Minutes of the meeting in question have been approved.
- 3) Leave sheets as issued by RIA-HR for the current year (and the previous one, to enable overview of leave carry-overs).
- 4) Correspondence, e-mails, and contact-lists necessary for interaction with individuals who are, with DMLCS, involved in publishing projects that are still current and active.

Data are securely shredded or deleted when no longer relevant. Retained data are minimised where possible. While still extant they will be accessible only to the DMLCS Editor and, in category (3), to the specific individuals involved.

A.J.R.Harvey

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