



Charity Registration No. **1126995**

Company Registration No. **6700294** (England & Wales)

Privacy Notice

This privacy notice is in place to inform our visitors, staff and volunteers how we, the Vale & Downland Museum collect, use and protect any personal information that you may provide us with.

We are committed to being honest and respectful in collecting and using your personal data.

What type of information will we keep about you?

Details about you such as full name and contact details such as phone numbers, addresses and email address where appropriate. Staff details will also include NI numbers and bank account details. We may collect personal data when you:

- enquire or book an event or exhibition
- provide customer feedback
- sign up to our e-newsletter
- visit us and/or speak to a member of staff

How will your information be kept secure?

In order to ensure that your information is used appropriately and that your privacy is respected, your personal information will be held and used in compliance with the requirements of all applicable GDPR legislation.

This means:

- we will take steps to ensure that your information is kept as safe as possible and that it is always accurate and up to date
- only those staff who need to do so will access your personal information
- we will not pass on your information to others or to any third party and that no emails will be sent on behalf of a third party i.e. advertising their goods or services unless we have permission to do so

What are your rights?

In addition to having the right to be informed about how we will use your information, you have the right to the following:

- access to any personal information we hold about you
- to have your information corrected if there are inaccuracies or if the information is incomplete
- to object to your personal information being used at all due to special grounds relating to your particular situation
- to be advised if your personal information is lost and if as a result, your privacy and rights may be at risk
- the right to delete personal information
- the right to request the deletion of your data.

Staff records will be kept for the legal retention period of 6 years before they are shredded.

Personal information on volunteers will be held in a locked cabinet and on leaving shredded after a period of 18 months.

Should you wish to be removed from our database or mailing list please contact us:

manager@valeanddownlandmuseum.org.uk

Vale and Downland Museum Web Privacy Statement

The Vale and Downland Museum is committed to protecting your privacy as a user of our website and the confidentiality of any personal information that you may provide us with during your visit to our site. This also applies to any personal information you choose to share on our Facebook, Twitter or Instagram accounts.

The Vale and Downland Museum abides by the Data Protection Act of 2018 and is in accordance with the General Data Protection Regulation (GDPR)

Cookies

The Vale and Downland Museum may use cookies to gather non-personal statistical information about visitors to our sites, such as the number of visits to pages, the amount of time spent viewing a page, the path taken by visitors to a particular page and other general information. We use this information to improve our website. You have the opportunity to set your computer to accept all cookies, to notify you when a cookie is issued, or choose not to receive cookies at any time. The last of these options may prevent you from accessing all functions of this site.

What will we do with your information?

The Vale and Downland Museum will not pass on your information to others unless we have stated that we will do so.

This privacy statement only applies to www.valeanddownlandmuseum.org.uk Third party sites that are linked to from this site are not covered by this statement. You should check the privacy policy for the site in question to determine how your information will be used when visiting that site.

Should you wish to be removed from our database or mailing lists please contact us:

manager@valeanddownlandmuseum.org.uk

devised by Lin Lawson (Manager) April 2 2020

approved by Board of Trustees .July 2021