



## Bishop's Waltham Museum Trust

### Privacy Policy

Bishop's Waltham Museum is a voluntary-run charity. The museum is located in the Farmhouse Building of the Bishop's Waltham Palace, which managed by English Heritage.

The Museum charity number is 290709.

The Trust is managed by a committee of Trustees.

Please read the policy so that you understand what information we hold, how we may use it, and what your rights are in relation to controlling that information.

We only collect the data we need to fulfil our goal of running a small museum.

The data we collect:

**Membership:** We collect name, emails, telephone, emails. This information is only used to keep members inform of our activities in the form of newsletters, invitation to events or activities (which could include trips, talks, fundraising).

At the Trust we have taken the decision that we will not ask each member for permission to keep in touch by post, telephone or emails. We believe that they will expect, as members, to receive your regular newsletter, information about the work of the Trust and how you can support us such as fundraising appeals or leaving a legacy. Under the new regulations this is what is called "legitimate Interest.

At the beginning of the museum financial year, members will be asked if they wish to continue their membership with us and their records will be held for another year. If they do not reply or if they let us know they no longer wish to hear from us, their record will be permanently deleted (shredded/ computer file deleted), unless the law requires otherwise, i.e gift aid records have to be kept for 7 years.

**Volunteers:** We collect names, contact details such as telephone number, address and emails.

Volunteers help run the museum activities and the data is only to enable the museum to contact volunteers for stewarding rota, museum work and special events and trips.

Again, we have taken the decision that we will not ask each volunteer for permission to keep in touch by post, telephone or emails. We believe that they will expect, as volunteers, to be contacted by the museum to carry out museum “work” Under the new regulations this is what is called “legitimate Interest.

Records will be kept for permanently, unless volunteers inform us that they wish to cease their involvement with the museum, their records will be deleted (shredded/ computer file deleted)

**Donors of artefacts:** We collect names, contact details such as address, telephone number. Donors fill in an entry form. The information is also entered on a Modes database as part of the Museum acquisition policy. Object entry forms have to be kept indefinitely but just for the purpose of recording who originally donated the object.

**Lenders of artefacts:** We collect names, contact details such as address, telephone number. Lenders fill in the entry form, which includes the length of the loan. Object entry forms have to be kept for the duration of the loan period, just for the purpose of recording who originally lend the object and will be returned to the lender with the object at the end of the loan period.

**Oral History:** The Museum also record personal stories through its oral History project. The team of trained volunteers record personal stories which are transcribed and, with the contributor’s permission, made freely available to the public. More limited publication conditions, anonymity, redaction and withdrawal of agreement can be used by the participant to control the release of personal information that he/she provides. Generally, the information is confidential until the individual consents in writing to its publication.

**General Enquiries:** Data collected when museum receive general enquiries will only be used and kept for the purpose and length of the enquiry.

**With this policy we commit to:**

- Keep any information that you provide confidential.
- Use your data only with your consent for the purpose described above. This includes the transfer and storage of your data on a password protected account for the distribution of newsletters through emails or by post.
- Do our very best to keep your data secure wherever it is stored, online.
- Never sell your data.
- Never share it with another company or charity for marketing purposes, or for any reason unless we are required by law to do so.
- Handling Gift Aid or any financial information appropriately. If you have indicated that we may claim Gift Aid on your behalf, we are required to keep this record for seven years, even if you no longer wish to donate to us.

We will review and update our privacy policy on a regular basis and may make changes from time to time.

In addition to the above, we maintain a web page, a Twitter page where people interact with the Museum activities, and we record limited information on visitor numbers for statistical purposes.

If you wish to make a Subject Access Request, please use the contact link on our website: [www.bishopswalthammuseum.com](http://www.bishopswalthammuseum.com)