# Bishop's Waltham Museum: Privacy Policy

## What type of information do we collect?

We receive, collect and store any information you enter on our website or provide us in any other way. We collect personally identifiable information (including name, email address) when supplied through the forms on our website or by email to us.

We do not collect the Internet protocol (IP) address used to connect your computer to the Internet. However, we may use software tools to measure and collect collated session information, including page response times, length of visits to certain pages, page interaction information, and methods used to browse away from the page.

## How do we collect information?

When you send an enquiry or sign up to receive our newsletter, as part of the process, we collect personal information you give us such as your name and email address. Your personal information will be used for the specific reasons stated above only.

## How do we store, use, share and disclose your personal information?

Our website is hosted on the Wix.com platform. Your data may be stored through Wix.com's data storage, databases and the general Wix.com applications. They store your data on secure servers behind a firewall. We do not use cookies or tracking tools on our website.

When you supply your details through our website, email or by telephone, we record this information on a secure computer or in hard copy files accessible only by the museum committee members. We never have and never will sell your personal information.

## **Privacy Policy Updates**

We reserve the right to modify this privacy policy at any time, so please review it frequently. Changes and clarifications will take effect immediately upon their posting on the website. If we make material changes to this policy, we will notify you here that it has been updated, so that you are aware of what information we collect, how we use it, and under what circumstances, if any, we use and/or disclose it.

For more details of our data storage and retention policies or if you would like to access, correct, amend or delete any personal information we have about you, you are invited to contact us at <u>bishopswalthammuseum@gmail.com</u> or write to us at Bishop's Waltham Museum, 3 Station Road, Bishop's Waltham, Hampshire, SO32 1DH.