

Privacy Policy and Procedure

Aim

Amersham Museum aims to comply with the Data Protection Act (DPA) 1998 and the new General Data Protection Regulations (GDPR) 2018. This policy was created in April 2018 following the completion of a data audit, with updates in May 2018.

Data Collection

The museum collects personal data from staff, volunteers, Friends of the Museum, donors, people participating in events and activities (both to join the activity and to evaluate it). Their data is gathered in different ways, for different purposes.

The museum will ensure that personal information is only used for the purposes stated when the information is provided. If an individual would like to be contacted about other museum activities they are asked to complete a consent statement and given the privacy notice and a link to this policy (see appendix 1 for privacy notice and consent statement).

Data Storage: Security

All data is kept securely, with limited access. All personal information is kept either in password protected folders on the museum's server or on trustee's personal PCs, or in a locked cabinet in the museum. Access to the museum's mailing list is password protected with the file containing the passwords contained within a password protected folder.

Data Storage: Time

All data is kept for a reasonable amount of time, in relation to its uses:

- Staff records are kept for one year after a member of staff has left
- Volunteer records are kept for one year after a volunteer has left
- Information related to Gift Aid returns must be kept for six years after the return is made
- Personal details related to donations to the museum's collection are held indefinitely
- Personal details relating to joining a club or activity are deleted once the activity is completed
- Personal details relating to Friends of the Museum are only held during membership; if someone does not renew their membership their details are removed and deleted
- Evaluation forms are kept for two years after completion and then destroyed

Amersham Museum Limited

49 High Street, Old Amersham, Bucks HP7 0DP

01494 723700, curator@AmershamMuseum.org www.AmershamMuseum.org

Consent

Where it is necessary to obtain consent to contact people – primarily in relation to promoting the museum’s activities – a consent form must be completed. The consent form will be accompanied by a short privacy statement, which will detail the following:

- information about the museum including address and charity number
- what data the museum collects
- what happens to data, how it is stored and kept secure
- cookies on the website,
- how to ask for a ‘subject access request’
- how the policy is updated, the date of the last update
- how to get in touch and where the policy is available.

When personal data is used to contact people – primarily through our mailing list to promote activities – the option to opt out of being contacted will always be given.

Storage of Consent Information

All consent information will be recorded on an excel spreadsheet, which is in a password protected folder on the museum server. Only the curator, learning officer and trustees have access to the folder. Any paper versions of the consent form will be destroyed. The spreadsheet will also record the date that the information was collected and the place where the information was completed.

Subject Access Requests

The museum will respond to any Subject Access Requests within two weeks of application. Applications can be made in writing to the Curator or by email to info@amershammuseum.org The museum will provide information on what data is held on that individual, how that data is used and the source of the data.

Review and Update

This policy will be reviewed once a year, every April. It will be reviewed by the curator and presented to the board of trustees for approval. It is available online at <https://amershammuseum.org/visit/about-the-museum>.

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Appendix 1

Privacy Notice

Amersham Museum is a local history museum situated in Amersham, Buckinghamshire. The museum is open five days a week for 10 months a year and runs a wide ranging programme of arts and cultural activities, both in the museum and in the community, throughout the year.

The museum is a registered charity (288865) and a company limited by guarantee (1790935). Its registered address is 49 High Street, Amersham, HP7 0DP.

Collection of Personal Information and How it is Used

The museum collects personal data from staff, volunteers, Friends of the Museum, donors, people participating in events and activities (both to join the activity and to evaluate it). Your data is gathered in different ways, for different purposes (see privacy policy for full details).

The museum will ensure that personal information is only used for the purposes stated when the information is provided. If an individual would like to be contacted about other museum activities they are asked to complete a consent statement.

Your personal information is used only in accordance with the law and data protection regulations. Amersham Museum does not buy, sell or share personal information with third parties for the purposes of marketing.

Storage of Personal Information

All data is kept securely, with limited access, either in locked cabinets or password protected folders. Your information will be kept for the minimum amount of time before it is disposed of securely.

Subject Access Requests

The museum will respond to any Subject Access Requests within two weeks of application. Applications can be made in writing to the Curator or by email to info@amershammuseum.org. The museum will provide information on what data is held on that individual, how that data is used and the source of the data.

Updates and Changes

This notice was agreed in April 2018, alongside a new privacy policy. It will be reviewed annually by the board of trustees and might be updated to take account of changes to regulation or legislation or within the museum.

For further details about how we are complying with the new data protection legislation, including a full copy of our privacy policy please go to <https://amershammuseum.org/visit/about-the-museum>. You can

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contact us at any time by emailing info@amershammuseum.org or calling 01494 723700.

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Company Number 1790935 Charity Number 288865

Consent Statement for Amersham Museum

To comply with new legislation, we need your explicit permission to contact you. To avoid missing updates about the museum's news, events and activities please complete and return this form.

Please tick the following to indicate how you would like Amersham Museum to contact you:

Email at this address: _____

Post at this address: _____

Signed

Date:

You can update your preferences at any time by emailing info@amershammuseum.org or calling 01494 723700.

We promise to keep your personal details safe and we will never sell them. For further details about how we are complying with the new data protection legislation, please read the attached privacy notice. For a full copy of our privacy policy please go to <https://amershammuseum.org/visit/about-the-museum/>

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