

## **Wallingford Museum, Privacy Statement May 2018**

Preservation of your privacy is important to Wallingford Museum and we are committed to letting you know how we use your personal information and to making only responsible use of your data.

References to “we”, “us” or “our” in this Privacy Statement are references to Wallingford Museum, a company limited by guarantee registered in England and Wales, registered company number: 5597310; and a charity registered in England and Wales, registered charity number: 1113236.

### **1. Information about you**

1.1 We will collect personal information from you when you or your organisation enquire about our activities, register as a company member, friend or custodian with us or subscribe to one of our services. This may include your name, title, email address, postal address and telephone numbers. We may also ask for some additional information such as your areas of interest.

1.2 There may be instances where personal information is submitted as part of an item donated to the Museum’s archive. Such information is stored for future generations and would not be used in any display material or publication without individuals being contacted.

### **2. Our use of this information**

2.1 The basis upon which we process your personal information is the legitimate interest we have in collecting and using such information in direct relation to the running of the Museum. We do not share the information with external organisations. ‘Legitimate interest’ is the term used in the guidance issued by the Information Commissioner’s Office.

### **3. Security**

3.1 We will take reasonable precautions to prevent the loss, misuse or alteration of information you give us.

3.2 Our principal form of communication with you may be by e-mail. Whilst we endeavour to keep our systems and communications protected against viruses and other harmful effects we cannot bear responsibility for all communications being virus-free.

3.3 Personal data collected for the running of the Museum is reviewed annually and if outdated or redundant is modified or deleted. Where it may form part of the Museum’s archive it will be stored indefinitely for future generations. It is password protected.

### **4. Other information**

4.1 If you would like to see the personal data we hold on you, want us to correct or update any information, or would like information deleted from our records, then please email us at [admin@wallingfordmuseum.org.uk](mailto:admin@wallingfordmuseum.org.uk) or write to Chairman, Wallingford Museum, Flint House, 52 High Street, Wallingford, OX10 0DB.

4.2 Should you not be satisfied with the way your request relating to personal data has been handled by the museum you have the right to lodge a complaint with the Information Commissioner’s Office.

4.3 This privacy policy may be updated from time to time and will be displayed on our website [www.wallingfordmuseum.org](http://www.wallingfordmuseum.org).

4.4 Links within our website to other websites are not covered by this privacy policy.