

Steypning Museum Trust
Data Protection Policy

Who we are

Steypning Museum Trust
Steypning Museum
Church Street
Steypning BN44 3YB

- We are registered as a Charitable Incorporated Organisation (CIO) No. 1169540
- We are currently exempt from registration as a data controller under the Data Protection Act 1998.
- Any electronic communications will be made in accordance with the Privacy and Electronic Communications Regulations (PECR)

What information do we collect about you?

We collect personal data that you may volunteer on your Membership or donation forms, e-newsletter sign-ups and visitor surveys.

Personal information we collect may include:

- Your name, title
- Postal address, email address and phone number
- Your current interests - for the purposes of assessing volunteering experience

We will also collect and hold information about any contact you have with us as a visitor, customer or supporter of Steypning Museum Trust, and may consist of details of:

- Gift information, including standing order bank details where applicable
- Gift Aid status
- Details of correspondence sent to you or received from you
- Any other information provided by yourself that is relevant to your capacity as a volunteer (where applicable)

When we ask you to provide your personal information we will let you know why we are asking, and how we will use your data, by directing you towards this notice.

What we do with your information

Depending on your relationship with Steypning Museum Trust, and the preferences you have indicated, data we hold may be used by us for the following purposes:

- Send you promotional, marketing or fundraising information by post, telephone or electronic means. These types can include:
- Informing you of other products, services or events related to Steypning Museum Trust such as exhibitions or events.
- News and updates about Steypning Museum Trust including those via the supporter newsletter / e-newsletter.
- Information on our fundraising
- Other relevant communications based upon your relationship with Steypning Museum Trust.
- Data screening and cleansing, to check if we have accurate contact details for you - see *How we update, screen and analyse your information* for further information.
- To send surveys for research purposes.

You can opt out of any / all of our communications at any point simple by contacting contact@steypningmuseum.org.uk

There are some Membership and donation communications that we are required to send regardless of your contact preferences. These are essential communications, deemed

necessary to fulfil our contractual obligations to you. This would include: thank you letters, members benefits such as newsletters, membership cards, renewal reminders, Gift Aid correspondence and querying returned mail.

How we update, screen and analyse your information

We continuously review our records to ensure your data is as accurate as possible. We will only do this either by speaking to you, by reviewing information that you have made publicly available via social media, or by contacting 3rd party associated to Steyning Museum Trust.

Who we might share your information with

We do not disclose personal data to any third parties or external organisations, other than data processors within Steyning Museum Trust carrying our work on behalf of the Museum. We are required to ensure any transfers of data will be done securely, in accordance with best practice, and in compliance with the Data Protection Act 1998. Your data will never be sold or passed to any third party for any other purpose.

How we keep your information secure

We have implemented security procedures, rules and technical measures to protect the personal data that we have under our control from:

- Unauthorised access
- Improper use or disclosure
- Unauthorised modification

All our volunteers including our data processors, who have access to, and are associated with the processing of personal data, are legally obliged to respect the confidentiality of our visitors and members personal data.

How can I access the information about me, and correction of information?

You can ask us if we are keeping any personal data about you and you can also request to receive a copy of that personal data - this is called Subject Access Request.

To make a Subject Access Request you will need to provide adequate proof of identity such as a copy of your passport birth certificate or driving licence before your request can be processed.

Please try to be as clear as possible about the information you are seeking.

Once we have received your Subject Access Request and proof of identity you will receive a response from us within 40 days and you will be able to get copies of any information we hold on you. However, exemptions to disclosure may apply in some circumstances.

Subject Access Requests should be sent to:

Data Protection Officer
Steyning Museum Trust
Steyning Museum
Church Street
Steyning BN44 3YB

Email: contact@steyningmuseum.org.uk

At any time, you may request that we delete or correct your personal information. If you wish to correct any information on you held by Steyning Museum Trust simply contact by email: contact@steyningmuseum.org.uk

Cookies

In order to make the Steyning Museum Trust website easier to use and improve our service, we may sometimes place small amounts of information on private computers that have used our website. These are known as cookies and they are used by most major websites.

Other Websites

The website contains links to other websites. Apart from Steyning Family History Blog we are not responsible for the privacy policies or practices of third party websites

Changes to our Data Protection Policy

We regularly review our data protection policy and may make changes from time to time. Any changes made will be posted to this page and will apply from time we post them. This data protection policy was ratified at Committee of Steyning Museum Trust on **date to be added**

How to contact us

If you have any comments on our privacy notice, or information we hold about you please contact us with by email - contact@steyningmuseum.org.uk or write to us Steyning Museum Trust, Steyning Museum, Church Street, Steyning BN44 3FJ