

# Colne Valley Museum

## Privacy Policy

This policy, to include data collection, use, storage and retention refers to:

Colne Valley Museum  
Cliffe Ash  
Golcar  
Huddersfield  
HD7 4PY

Registered Charity no. 1179231

email: [info@colnevalleymuseum.org.uk](mailto:info@colnevalleymuseum.org.uk)

### Policy Statement:

Colne Valley Museum gives the highest importance to the protection and management of personal data that it holds as part of conducting the business of the charity. Every effort will be made to ensure that the data that is given to us, whether in paper form or digital, is used appropriately and will not be retained when no longer in use or a request is made by the provider to remove it.

The policy will be reviewed annually or earlier if the regulations change.

### 1. What personal data do we collect and hold?

- Membership information given to us by individual, joint or family members. This includes all or some of the following; names, addresses, phone numbers and email addresses.
- Information about active volunteers (who must be members) taking part in the management and day to day running of the Museum. This includes all of the above membership data and also a record of their activities.
- Gift Aid information from members and the general public.
- Contact details from enquiries made, including emails, phone numbers and survey sheets.
- Contact details from survey sheets where people have expressed an interest in joining the Museum as a member/volunteer.
- CCTV data from cameras in the Museum and one that covers the adjoining open area known as 'The Croft'.

### 2. What do we use the data for?

- Membership information is used to keep a record of current members and to provide them with information about meetings (e.g. AGM), the Museum's newsletters and forthcoming events.
- Volunteers' data. In addition to the member's data, this includes a record of training undertaken and future training needs as identified with the Volunteer Co-ordinator

- Gift Aid personal data. This is all the information required to allow the Museum to claim Gift Aid.
- Contact details from survey sheets are used to follow up on expressions of interest.
- Contact details from enquiries are used to provide information to the enquirer.
- CCTV data is used to monitor activity within the Museum and the Croft. There are no cameras that collect data from other properties near to the Museum.

### **3. We will not use personal data for the following purposes:**

- We will not share our data with another organisation.
- We will never sell, trade or rent personal data to third parties.
- We will not use identifiable personal data for monitoring visitor statistics. All of our surveys use anonymous information. When a survey sheet gives personal information, the information is kept separately.

#### **How do we store our data and keep it secure?**

- Paper files are kept in a locked cupboard with keys limited to volunteers who need the information for the purposes stated in **2** above.
- Digital records are password protected with access only for those people who require it for the purposes stated in **2** above.

#### **How long is data retained by us?**

- Membership details are retained for two years after the last subscription payment. They will then be removed from the database.
- Volunteer records will be removed from the database 12 months after the volunteer gives up this role, this is to allow us to provide a reference if requested by another organisation.
- Gift Aid information is retained for six years as required by legislation.
- Contact details from enquiries are removed once the query has been answered satisfactorily.
- Contact details from expressions of interest will be either entered on the membership database or removed as appropriate.
- CCTV data is stored on the system for two weeks and is then deleted automatically. It will only be retained beyond this time if a request is made by the police.

#### **How can I see my personal data that the Museum holds?**

- You have the right to see and, if necessary, update your data at any time by contacting us using the information on page 1 of this policy. This will include

asking how and why your data is processed and being given the source of the data.

- You have the right to ask us to remove any or all of your personal that we may hold at any time by writing to the Secretary at the address above.

Approved by Trustees 30<sup>th</sup> August 2018

Signed ..... Chairman

For review August 2019 or earlier to reflect any changes in legislation.