

BUSHEY MUSEUM AND ART GALLERY



PRIVACY NOTICE:

Charity Number: 294261

Bushey Museum is committed to protecting personal information. The Museum has taken steps to comply with the new laws surrounding Data Protection. The following explains how we collect, store and handle your personal data. More in-depth information can be found in our full Privacy Policy.

What is personal data?

This is information that can be used to help identify an individual, such as name, address, telephone number or email address.

What personal data do we collect?

- Your name, postal address, email and telephone number. This is a legal requirement for the Transfer of Title forms when objects are donated.
- Contact details of volunteers. This information is necessary to the operation of the museum, for contacting Stewards for desk duty and notifying of other museum events and activities.
- Enquiries. Your contact details are required so that we may be able to respond to your requests for information or research.
- Museum Friends. The Friends' Membership Secretary will be sending out requests so that members can consent to having their details kept on file. This is so that Friends can receive newsletters and information about group activities and events.
- CCTV. Images are kept for a period of no more than a month before being deleted.

Why is this collected?

The Museum needs this information to operate successfully.

What do we do with this information?

It is needed to inform volunteers of forthcoming meetings and for organising Stewards' duty rotas and events rotas. Also for legal purposes to record the origin of objects donated to the museum (Object Entry Forms). We do not disclose any personal information to any third parties or external organisations for any purpose.

Bushey Museum is not involved in any direct marketing activities.

What about visitors?

We do not record personal information on museum visitors unless they leave their contact details voluntarily in the Enquiry Book. Once the enquiry has been completed, such details are not stored in any form.

Can I check?

Yes. You can submit a Subject Access Request to the Trust at any time. You have a right to see a copy of the information held by the Museum. You have a right to correct any errors.

What if I leave?

If a volunteer leaves the Museum voluntarily or for any other reason, then all contact information will be deleted from the Museum's records and the date of opt-out will be recorded.

How to contact us:

Bushey Museum and Art Gallery, Rudolph Road, Bushey, Herts, WD23 3HW
0208 420 4057 (Weds – Fri 9.30am – 5pm)

E: busmt@busheymuseum.org

This Privacy Notice was last updated on 16th May 2018.