

Ash Museum Privacy Notice

7 October 2018

Ash Museum will only collect the personal information which we need to run the museum. We will keep it safe and will not share it with anyone else. Our computers are password protected and data on paper or electronic media is kept securely.

- If you join the museum and receive our newsletters we will need contact details including details required for Gift Aid. This information will not be kept more than seven years.
- If you take part in surveys or events we may need some personal details. This information will not be kept more than one year.
- We will need your contact information to respond to your enquiries in person, by email, by phone or via social media. This information will be kept permanently in cases where we want to be able to notify you of new deposits and information relating to your enquiry. In other cases it will not be kept more than seven years.
- If you join us as a volunteer we will need your personal contact details and your agreement to use any work you produce while volunteering with us. Personal contact details will not be kept more than one year after volunteering ceases; however agreements defining how we may use your work will be kept permanently.
- When material is deposited with us we will need details of depositors, owners and copyright owners. This information will be kept permanently.
- If you loan material to the museum for copying or for display we will need some personal details. This information will be kept permanently.
- If you request copies of items held by the museum, permission to photograph items held by the museum or permission to publish copies of items held by the museum, we will need some personal details. This information will be kept permanently.

You have the right to ask us for a copy of the personal information we have. Please contact enquiries@ashmuseum.org.uk if you want to do this, or if you have any other queries.

Information contained within the museum's permanent collection

Items in our permanent collection include archives which have been selected by the curator as being of enduring historical significance and of public interest. Some of these archives contain personal information, and this information will be kept permanently.

If this information includes the special categories of sensitive data defined in the legislation we will take care to minimise any adverse impact on living individuals.