

## **Data Protection Act**

### **PRIVACY NOTICE**

#### **ABOUT US**

Dalbeattie Museum (“we”, “our”, “us”) respect the privacy of our members, friends of the Museum, donors, Trustees and website users (“you”) and we recognise the need for appropriate protections and management of your personal information.

When we collect and use your personal information and special category data, we are the data controller for the purpose of Data Protection Legislation (defined below).

#### **PURPOSE**

We have prepared this Privacy Notice to assist you in understanding what information we collect about you and how that information is used by us.

#### **KEY TERMS**

When we refer to Data Protection Legislation we mean the General Data Protection Regulation (Regulation (EU) 2016/679) (“GDPR”); and any legislation implemented by the UK to give effect to the derogations permitted under the GDPR.

Personal information is information that can be used to identify or contact a specific individual, such as a name, address, telephone number, email address, etc., and also online identifiers and location data such as IP addresses and mobile device IDs.

Special category data means personal information revealing your racial or ethnic origin; political opinions; religious or philosophical beliefs; or trade union membership; genetic data; biometric data; data related to your health or data concerning your sex life or sexual orientation; and criminal convictions or involvement in criminal proceedings.

A data controller is someone who decides why personal data is to be collected and how it will be used and treated.

#### **CONTACT US**

If you have any questions regarding the Privacy Notice you can contact us at: 81 High Street, Dalbeattie, DG5 4BT or at [dalbeattiemuseum@gmail.com](mailto:dalbeattiemuseum@gmail.com)

If you are unhappy with how we handle your personal information you can write to us using the contact details noted above; and / or notify the Information Commissioner’s Office (ICO) (please see: <https://ico.org.uk/concerns/> for more information).

## HOW DO WE USE YOUR PERSONAL INFORMATION AND WHY?

<b>INFORMATION WE COLLECT ABOUT YOU</b>	<b>PURPOSE/LEGAL BASIS</b>	<b>SPECIAL CATEGORY CONDITION</b>	<b>EFFECT OF NOT PROVIDING INFORMATION (IF CONTRACTUAL OR LEGAL OBLIGATION)</b>
Contact details such as name, address, email address, telephone number	<p>To keep you updated about our work and keep you up to date about your membership with us.</p> <p>Contactual obligation (of your membership with us).</p> <p>If you are not a member, we will keep you updated on our work by post and live telephone call based on our legitimate interests.</p> <p>We will only contact you by email with your prior consent.</p>	None	We will not be able to keep you updated on our work and your membership opportunities.
Date of Birth	If you are a Trustee, we need to provide this information to OSCR.	None	You will be unable to be a Trustee if you do not provide this information

## HOW DO WE KEEP YOUR PERSONAL INFORMATION UP-TO-DATE?

Please contact us at 81 High Street, Dalbeattie DG5 4BT or [dalbeattiemuseum@gmail.com](mailto:dalbeattiemuseum@gmail.com) as soon as possible after there is any change to your personal details, including your contact details.

## DO WE SHARE PERSONAL INFORMATION?

We will not share personal information with any other third parties without informing you beforehand, unless required by, or in connection with, law and / or regulatory requirements.

We will not sell, trade or lease your personal information to others.

## EUROPEAN ECONOMIC AREA

The data that we collect from you will always be stored inside the UK .

## RETENTION PERIODS

We will not hold your personal information for any longer than is necessary for the uses outlined above, unless we are required to keep your personal data longer to comply with the law and any regulatory requirements.

We will only hold your information for as long as you are a member, donor, friend of the Museum or a Trustee of the Museum.

## **YOUR RIGHTS**

You have certain rights under the Data Protection Legislation which can be exercised by contacting us at: 81 High Street, Dalbeattie, DG5 4BT or email to [dalbeattiemuseum@gmail.com](mailto:dalbeattiemuseum@gmail.com), including:

- the right to access the personal data held about the you by making a subject access request in accordance with the Data Protection Legislation. We may charge a reasonable fee when a request is manifestly unfounded or excessive;
- the right to have your personal data rectified if it is inaccurate or incomplete;
- the right to request to have your personal data deleted in certain specific circumstances as set out in the Data Protection Legislation;
- the right to request to restrict the processing of your personal data in certain specific circumstances as set out in the Data Protection Legislation;
- the right to ask us not to process your personal data for marketing purposes or for purposes based on our legitimate interests;
- the right to ask us to not undergo automated decision making; and
- where you have provided consent, to request to withdraw such consent at any time.

Please note that if you choose to exercise your rights to have personal data restricted or deleted, then we may not be able to continue to offer you membership or keep you updated with our work.

Further details about your rights can be found on the ICO's website at <https://ico.org.uk/>.