

# **Saffron Walden Museum Society Ltd**

## **Privacy Notice**

### **Introduction**

We are committed to protecting the privacy of our members and supporters and treat all information you give us with great care

We promise to respect any personal details you share with us. We aim to be clear when we collect your data and not to do anything you would not reasonably expect

Whenever you see the words we, our or us it means Saffron Walden Museum Society Ltd

### **Where we collect information from**

We collect information when you give it to us directly or when it is publicly available and is of legitimate interest to us and our members

### **What personal data we collect**

For members of the Museum Society we collect your name, your contact details, subscription or donation details and any Gift Aid declaration

For a supporter, volunteer, a person in the local or broader community who works with us or could provide services appropriate to the Museum Society, we may also collect details of relevant interests or skills

### **How we use your personal data**

We will mainly use your data:

- to provide you with information about the Society and Saffron Walden Museum or other matters which may be of relevant interest, including special appeals for funds
- to administer your subscriptions or donations
- to ensure that we know how you may be contacted. It helps us to have a choice of how to contact you in case one method fails
- to communicate with you as a supporter, volunteer, supplier or provider of services

We will not sell your personal details to third parties or share your details with others unless required by law

### **How we keep your data safe and who has access**

We ensure that there are appropriate technical controls in place to protect your personal details.

We will undertake regular reviews of who has access to the information that we hold to ensure that the information is only accessible by appropriate officers or members.

We will make sure that any who carry out work on our behalf meet the same high standards that we adhere to when handling your personal information.

### **Keeping your information up to date**

Please do let us know if your details have changed

## **Your right to know what we know about you, make changes or to ask us to stop using your data**

You have a right to ask us to stop processing your personal data and if it is not necessary for the purpose you provided it to us we will do so.

If you do not wish to hear from us that is fine. Just let us know if you wish contact to cease

You have a right to a copy of the information we hold about you but please be aware that the Data Protection Team may ask you for proof of identity in order to respond.

You are entitled to have personal data rectified if inaccurate or incomplete

## **Changes to this policy**

We may change this Privacy Policy from time to time. If we make any significant changes in the way we treat your personal information we will make this clear on the Saffron Walden Museum Society Ltd website, in our regular news letters or by contacting you directly

**If you have any questions, comments or suggestions, please let us know by contacting the Data Protection Team, Saffron Walden Museum Society Ltd, Museum Street, Saffron Walden, CB10 1JL**

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Visit our web site at:

**Regd. Office: Saffron Walden Museum, Museum Street, Saffron Walden, CB10 1JL Tel: 01799 510333**

*Directors; E A Watson, K L Eden, Cllr B Light, R Priestley, P Salvidge, M Turnbull, M Head*

*Company Reg No 6469141 Reg Charity No 1123209*