



Nantwich Museum Privacy Policy

Date: March 2018

Date of next review: March 2019

We aim to be clear about when we collect your data and what we do with it. We aim not to do anything that you would not reasonably expect and that all data will be relevant, accurate and processed lawfully and fairly.

What is personal data?

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

What information do we collect about you?

Personal information such as name, address, phone number, email address, date of birth (if appropriate), information about your hobbies and interests etc.

When do we collect information about you?

We collect information to fulfil your requests, to provide you with a better service or to carry out a specific activity. This includes:

- Membership requests
- Volunteer applications
- Exhibition applications
- Making donations – monetary and otherwise
- Research requests
- Purchasing products including tickets for talks and events, art work
- E-newsletter sign ups
- Visitor surveys/feedback i.e.user generated content
- Participation in an activity run by the Museum

We collect information that you give directly to us and also anonymised data from Google analytics and analytics provided by the social media sites that we use.

When we ask you to provide your personal information we will let you know why we are asking, and how we will use your data, by directing you towards this notice.

How we use your information

Depending on your relationship with Nantwich Museum data we hold may be used by us for the following purposes:

- Send you news and updates about the Museum such as exhibitions, events, offers, services, fundraising activities or marketing by post, telephone or electronic means. These types of communications can include emails, e-newsletters, journals and letters
- To improve our service to you
- To provide you with the services you expect

How we update, screen and analyse your information

We will regularly review records to ensure data is as accurate as possible.

Storing your Information

We have implemented security procedures, rules and technical measures to protect the personal data that we have under our control from:

- Unauthorised access
- Improper use or disclosure
- Unauthorised modification

All our employees who have access to, and are associated with the processing of personal data, are legally obliged to respect the confidentiality of our visitors' and supporters' personal data.

We will keep your information for only as long as we need it. When we no longer need information we will dispose of it securely.

We will never sell or share your information with other third parties or organisations.

Deleting and altering data

At any time you may request that we delete or correct your personal information. If you wish to correct any information on you held by Nantwich Museum contact enquiries@nantwichmuseum.org.uk

Changes to our privacy notice

We regularly review our privacy notice, and may make changes time to time. Any changes made will be posted to this page, and will apply from the time we post them. This privacy notice was last changed on:

How to contact us

If you have any comments on our privacy notice, or information we hold about you please contact us:

- By email to enquiries@nantwichmuseum.org.uk;
- Or write to us at Nantwich Museum, Pillory Street, Nantwich, Cheshire. CW5 5BQ.

Nantwich Museum