

Privacy Notice for Erewash Museum

Data Controller: Erewash Borough Council, Town Hall, Wharnccliffe Road, Ilkeston, Derbyshire, DE7 5RP

Data Protection Officer: Rachel Fernandez, Performance and Community Manager, Erewash Borough Council, Town Hall, Wharnccliffe Road Ilkeston, Derbyshire, DE7 5RP, email rachel.fernandez@erewash.gov.uk, tele: 0115 9072244

Introduction

The Council is committed to being transparent about how it collects and uses the data it collects and to meeting its data protection obligations.

Erewash Museum collects data for the purposes of volunteer management, care and preservation of collections and for the welfare of activity participants.

What information does the council collect?

The council collects a range of information about you. This includes

- Your name, address and contact details, including email address and telephone number,
- Images
- Disability/ health data

The council may collect this information in a variety of ways, for example application or enrolment forms.

Data will be stored in a range of different places (protected network drives, hard copy in locked files).

Why does the council process personal data?

The council needs to process data to take reasonable steps at your request to enter into a contract with you. It may also need to process your data to deliver a service you have requested.

In some cases, the council needs to process data to ensure that it is complying with its legal obligations.

Who has access to data?

The data can be accessed internally by appropriate museum staff members.

We may need to share data with partners to deliver specific services, such as the Local History Café group run by Erewash Museum and Beauty and Utility Arts. You will be informed at that time and asked for your consent.

The council will not transfer your data outside the European Economic Area.

How does the council protect data?

The council takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

For how long does the council keep data?

The council has in place guidelines for the retention of personal data. Once the data is no longer required, it is destroyed securely and confidentially.

We will hold data on volunteers for as long as they are volunteering with the museum, when they inform us that they are leaving or don't want to be contacted any more we will delete their data.

We will hold data on activity participants for the duration of the activity.

Your rights

As a data subject, you have a number of rights. You can:

- Access and obtain a copy of your data on request
- Require the council to change incorrect or incomplete data
- Require the council to delete or stop processing your data, for example where the data is no longer necessary for the purpose of processing; and
- Object to the processing of your data where the council is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact the Council's nominated Data Protection Officer, Rachel Fernandez, performance and community Manager. Erewash Borough Council, Town Hall, Wharnccliffe Road Ilkeston, Derbyshire, DE7 5RP, email rachel.fernandez@erewash.gov.uk, tele: 0115 9072244

If you believe that the council has not complied with your data protection rights, you can complain to the information Commissioner.

What if you do not provide personal data?

You are under not statutory or contractual obligation to provide the data to the council for Erewash Museum Service. However, if you do not provide the information, the council may not be able to deliver activities or programmes properly or at all.