

Privacy Policy

About this Privacy Policy

It is important for you to understand how we use your data. This Privacy Policy sets out how and why we collect, store, process and share your personal data. This Policy also tells you what your rights are in relation to the personal data you give to us. If you have any questions about this Privacy Policy or your rights under it please contact us. The Friends of the Trowbridge Museum is the "data controller" of any personal data it may collect, process and hold about you, unless we inform you otherwise.

Address: The Friends of Trowbridge Museum, Trowbridge Museum, The Shires, Trowbridge, Wilts, BA14 8AT Tel: 01225 751339

Alternatively, due to the Museum Expansion programme and closure of the museum, please contact:

The Chairman: Helen Montague-Smith 1a Butts Lane, Steeple Ashton, Trowbridge, Wiltshire BA146ET Telephone: 01380 871285

1. What personal data do we collect?

The personal data we collect from you directly can include your name, email address, mobile/landline telephone number, date of birth, and postal address, and information you give us when you engage with our social media platform (for example by tagging us in a post on Facebook). We may also collect information from third parties where your permission has been granted/ given to do so.

2. When do we collect your personal data?

When you join as a volunteer or Friend of the Museum.

When you contact us or we contact you to take part in surveys, competitions or promotions.

When you engage with us on social media (by mentioning/tagging us or by contacting us directly).

3. How do we use your personal data and what are our legal justifications for doing so?

We use your personal data to provide you with the information about the Friends of the Museum news and events as well as anything connected to the Trowbridge Museum.

For security and legal reasons

We help support the Trowbridge Museum and use your personal data to keep in touch with you about news and events from the Museum and the Friends of Trowbridge Museum.

In relation to your membership

We rely on your consent to send direct SMS, postal and email messages to you as a friend or Volunteer of the Trowbridge Museum member based on the consent we acquired from you when you signed up, as amended by you from time to time.

We use your personal data to send a Newsletter three or four times a year via SMS, post and email and send invitations to attend or volunteer at events.

4. Who do we share your personal data with?

We will never sell any of your personal data to a third party. However, in order for us to provide an effective membership to you, we share your personal data with the Trowbridge Museum for the purpose of invitations and news regarding the expansion plans. The Trowbridge Museum will not sell any of your personal data for marketing or other purposes.

To prevent crime and comply with laws

We do not share your financial information including your credit, debit card or other payment information with third parties to ensure your details are not being used fraudulently.

Your rights

You have a number of rights relating to your personal information and what happens to it. You are entitled to have your data processed in a fair, lawful and transparent way and be informed about how your personal data is being used, an example being this privacy policy. You are able to access personal data we hold about you and we agree to correct any mistakes in your personal data.

6. Changing your preferences

If you no longer wish to be contacted by us about the museum's or our News or Events, you can unsubscribe by contacting the Chairman at the above address.

We want to ensure that all the information we have about the Friends of the Museum is factually correct and up to date. If you find that the personal data we have about you is inaccurate or needs updating (for instance, you may have changed your name or address) then please contact us so that we can correct it.

7. Security and retention of your personal data

We take the security of your personal data very seriously and have ensured that only members with access to personal information are aware of the need to only use your data for specific needs, not share or sell this information.

Retention of your personal data

In broad terms, we will only retain your personal data for as long as is necessary for the purposes described in this Privacy Policy. This means that the retention periods will vary according to the type of the data and the reason that we have the data in the first place.

8. Changes to this Privacy Policy

We may update this Privacy Policy from time to time. If we make significant changes we will let you know but please regularly check this policy to ensure you are aware of the most updated version.

This Policy was last updated on **19th May 2018**.