



SPODE MUSEUM TRUST

Registered Charity Number 519597

www.spodemuseumtrust.org

DATA PROTECTION POLICY

INTRODUCTION

The Spode Museum Trust ('the Trust') was created in 1987 when the Royal Worcester Spode Limited divested itself of the Spode Museum and its collection of ceramics and artefacts and settled them upon charitable purposes, namely, the advancement of the education of the public by the exhibition of the Museum's collection and the preservation of the collection in perpetuity. The Trust is an unincorporated charitable trust (RCN 519597) and is governed by its single corporate trustee SMT Trustees Limited (Co. Reg. No. 9784876) being a company limited by guarantee of whom there are currently 14 members.

You can read more about the Trust and its collection and work by visiting www.spodemuseumtrust.org

WHAT THIS DATA PROTECTION POLICY COVERS

The Trust is committed to protecting your rights in accordance with the current data protection law (Data Protection Act 1988) and the General Data Protection Regulations 2017, which will become law in the UK on the 25th May 2018. The data controller is the Trust acting through its corporate trustee. This policy explains what information we collect about you and how it will be used.

The Trust promises to respect any personal data you share with it and to keep it safe. It aims to be clear when it collects your data and not to do anything with your personal data that you wouldn't reasonably expect it to do. You can get in touch with the Trust for more information about how it uses your data, or to change your contact preferences.

WHAT INFORMATION DOES THE TRUST COLLECT AND HOW DOES IT USE IT?

The type of personal information the Trust collects about you will depend on the purpose of collecting the information.

If you support the Trust by becoming a **volunteer** the Trust will collect the following information from you:

- Name
- Email Address
- Address and postcode
- Telephone number(s)
- Date of birth (if applicable)
- Emergency contact name
- Emergency contact telephone.
- Emergency contact relationship to volunteer
- Any medical issues which you think the Trust should be made aware of

If you support the Trust by making a **donation** or registering for **an event** the Trust will collect the following information from you:

- Name
- Email address
- Address and postcode
- Telephone number(s)
- Payment details (if applicable)

When you provide the Trust with your personal data the Trust will only use this for the following reasons:

- To enable the Trust to communicate with you about your role as a volunteer or about your donation or an event
- To process your donation or other payments
- To provide you with the services you have requested
- To respond to any queries or concerns you have raised
- To keep a record of your relationship and communication preferences with the Trust

LEGAL BASIS FOR PROCESSING YOUR DATA

In some circumstances the Trust will collect and process your personal information using the legitimate interest legal processing basis or as part of a contract you may have entered into with the Trust. However, in most circumstances, the Trust will rely on your consent when using your personal data e.g. when the Trust requests your consent for it to contact you after you have made a donation.

RETENTION

The Trust will hold your information for only as long as necessary for the purpose needed e.g. if you have declared gift aid, HMRC requires the Trust to store your name and address for seven years

JOB AND VOLUNTEERING APPLICATION DATA

If you apply to work or volunteer for the Trust, the Trust will use the information you supply to it to process your application and to monitor recruitment statistics. If you are unsuccessful in your application, the Trust will keep your personal information for 12 months

Opportunities to get involved in the work of the Trust are usually advertised on its website and social media and the Trust asks interested parties to contact it directly. This constitutes consent for the Trust to respond, and to give more information about the opportunity. If you then progress to take part in the work of the Trust, you will be asked to sign a consent form relevant to the work or role involved. More information about how your information will be used will be supplied at this stage.

IMAGE RIGHTS

If you attend a Trust event or take part in a project, your photograph may be taken, or you may be filmed. The Trust will always ask for your consent to use your image. Also, if you send the Trust an image of your own the Trust will request your formal consent for it to use it.

If you consent to having your photograph used for marketing or PR use the Trust will hold your name, image and contact details on file for future re-use.

HOW DOES THE TRUST KEEP YOUR PERSONAL INFORMATION SECURE?

The Trust keeps your personal data secure by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting it from loss, misuse, unauthorised access and disclosure; by not retaining it for longer than is reasonable and necessary for the purposes for which it was collected and by ensuring that appropriate technical measures are in place to protect it

The Trust will not sell your data or transfer it outside the EEA or share your data with a third party unless you have given your explicit consent for it to do so. However, if requested, the Trust may need to supply your information to the police, regulatory bodies or legal advisors.

The Trust does not use any form of automated decision making in any part of its organisation or affairs.

YOUR RIGHTS TO YOUR PERSONAL DATA

Unless subject to an exemption under the General Data Protection Regulation, you have the following rights with respect to your data:

- The right to request a copy of your personal data which the Trust holds about you
- The right to request that the Trust corrects any personal data if it is found to be inaccurate or out of date
- The right to request that your personal data is erased where it is no longer necessary for the Trust to retain such data.
- The right to withdraw your consent to the processing of your personal data at any time
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing,
- The right to lodge a complaint with the Information Commissioner's Office

FURTHER PROCESSING

If the Trust wishes to use your personal data for a new purpose, not covered by this Data Protection Policy, it will issue a new policy notice explaining the new use and setting out the relevant purposes and processing conditions prior to commencing the processing. The Trust will seek your consent before the commencement of the new processing.

UPDATES TO THIS PRIVACY POLICY

The Trust may make changes to this Data Protection Policy at any time. If it does make any significant changes to the way it collects and processes your personal information it will make this clear on its website, or by contacting you directly

CONTACT DETAILS

To exercise your rights or raise queries or complaints, please in the first instance contact the Secretary (Data Protection) at The Spode Museum Trust, Spode Museum Trust Heritage Centre, Elenora Street, Stoke-on-Trent ST41QQ telephone 01782 411421, or by email to contact@spodemuseumtrust.org

If you are not satisfied with the response you receive from the Trust for any reason you may then wish to contact the Information Commissioner's Office on its helpline 0303 123 1113 or by email <https://ico.org.uk/global/contact-us/email> or at the Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.