

FRIENDS OF THE VALE AND DOWNLAND MUSEUM DATA PRIVACY NOTICE

1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the GDPR) and the Data Protection Act 2018 (DPA 2018).

2. Who are we?

The Friends of the Vale and Downland Museum ("Friends") is the data controller. This means it decides how your personal data is processed and for what purposes.

3. The type of personal information we collect

We currently collect and process the following information:

- Your name
- Your contact details (address, telephone number, email address)
- Your gift aid status

4. How do we process your personal data?

The Friends complies with its obligations under the GDPR by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access, and disclosure and by ensuring that appropriate measures are in place to protect personal data.

We use your personal data for the following purposes:

- To administer Friends records.
- To inform you of news, events, activities, meetings.

5. What is the legal basis for processing your personal data?

- Explicit consent from you so that we can keep you informed about news, events, meetings, and other activities of the Friends and the Museum.
- Processing is carried out by a not-for-profit body:
 - the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes); and
 - there is no disclosure to a third party without consent.

6. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with other members of the Friends to carry out a service to other Friends members or for purposes connected with the Museum. We will only share your data with third parties outside of the Museum with your consent.

7. How long do we keep your personal data?

We retain your personal information while you are a member of the Friends, and for up to 15 months after you stop being a member. Electronic records will be deleted, and physical records destroyed.

8. Your rights and your personal data

Under data protection law, you have the following rights with respect to your personal data:

Data Privacy Notice



- **Your right of access** - The right to request a copy of your personal data which the Friends holds.
- **Your right to rectification** - The right to request that the Friends corrects any personal data you think is inaccurate or out of date.
- **Your right to erasure** - The right to request your personal data is erased where it is no longer necessary for the Friends to retain such data.
- **Your right to object to processing** - The right to object to the processing of your personal data in certain circumstances.
- **Your right to data portability** - The right to request that the Friends transfer a copy of your personal data to another organisation, or you, where applicable.
- **Your right to restriction of processing** - The right to request a restriction is placed on further processing of your personal data.

9. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

10. Contact Details

To exercise all relevant rights, queries, or complaints please contact us at:

The Friends of the Vale and Downland Museum
19 Church Street
Wantage
Oxon
OX12 8BL

or email info@friendsofthevdm.org.uk.

You can also complain to the ICO if you are unhappy with how we have used your data at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://ico.org.uk/make-a-complaint/>

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