

NEWTOWN TEXTILE MUSEUM

PRIVACY AND SECURITY POLICY

The Newtown Textile Museum is a charitable trust (No 1188651). The Trustees are responsible for all matters relating to the day-to-day activities of the Museum, including all personal data referred to within this policy.

It is important that you read the policy to understand what information we hold, how we may use it, and what your rights are in relation to controlling that information.

Our activities are solely related to the Newtown Textile Museum. As part of our work to promote the Museum, we collect your information to assist us in that role.

There are three main stands to our work and promotion of the Museum:

- Sending out newsletters to those who have indicated they wish to support us.
- Seeking donations from individuals and running a Friends Group (NTM Friends), where people who support us financially are encouraged to participate more fully in the work of the Museum. We seek to claim Gift Aid on these donations, as and when appropriate.
- Recruiting and managing the group of volunteers, without whom the Museum could not operate.

In addition to the above, we maintain a web page, Facebook and Instagram pages where people interact with the Museum's activities. We record limited statistical information on visitor numbers from these online activities.

We arrange the circulation of our newsletters through a web organisation – Mailchimp, who comply with the EU Regulations.

What is personal data, and what do we hold?

Personal data is information that can be used to help identify an individual, such as name, address, phone number and email address. We do NOT hold any other personal information, nor will we seek to do so.

We only collect the information we need to fulfil our goal of running a small successful museum.

We will record your options for whether or not you wish to receive communications from us by email, post or phone.

Your record will be permanently deleted if you let us know you no longer wish to continue to hear from us, unless the law requires otherwise.

With this policy what we commit to is:

- We will use your data only with your specific consent for the purpose for which you have indicated. This includes the transfer and storage of your data on a password protected account in Mailchimp for the distribution of newsletters only.
- We will do our very best to keep your data secure wherever it is stored, online, or in paper format.
- We will never sell your data.
- We will never share it with another company or charity for marketing purposes, or for any reason unless we are required by law to do so.
- If you have indicated that we may claim Gift Aid on your behalf, we are required to keep this record for seven years, even if you no longer wish to hear from us.

We will review and update our privacy policy on a regular basis and may make changes from time to time. If you wish to make a Subject Access Request, please use the form which can be accessed on this site:

<https://www.wonder.legal/uk/creation-modele/subject-access-request>

and we will respond to you within three working days.