

# Penmaenmawr Museum

## General Data Protection Regulations (GDPR)

### Privacy Notice and Consent

#### STATEMENT

This privacy notice tells you about the information we collect from you when you use the forms on this site. When collecting this information we are acting as a data controller and to comply with UK law we are required to provide you with information about our organisation, why we collect your data, how we use your data and the rights you have to access your data. This statement is reinforced through Penmaenmawr Museum's Data Protection Policy.

#### 1. Who are we?

The organisation is Penmaenmawr Historical Society and Museum, a registered UK charity (number 1209431). The organisation was established in 1973 and it is managed by volunteers with the assistance of paid staff when funding is available. The museum is funded through grants, donations, membership fees and the sale of products. The museum's mission statement is as follows:

Penmaenmawr Museum exists to promote, preserve and celebrate the heritage of Penmaenmawr and its surrounding areas. We will conserve and interpret evidence of Penmaenmawr's past for the educational, social and economic benefit of our wider communities. We will work in partnership with organisations to foster a dynamic and innovative approach to the conservation, education and enjoyment of Penmaenmawr's past.

#### 2. Contact details

The organisation's address is: Penmaenmawr Museum, The Old Post Office, Hen Ffordd Conwy, Penmaenmawr, LL34 6UU.

The organisation's email address is: [info@penmaenmawrmuseum.co.uk](mailto:info@penmaenmawrmuseum.co.uk)

The organisation's telephone number is: 01492 621462

Penmaenmawr Museum has a Data Protection Policy in place. Two trustees and a paid member of staff are responsible for Human Resources (HR). Enquiries about your personal data should be addressed to Suryiah Evans or John Good, through the contact mechanisms above.

#### 3. What personal data do we collect?

When you complete one of the forms on this website, we may collect and store the following information:

- Name
- Address
- Phone number
- Email address
- Details of your reason(s) for contacting us

#### 4. Why do we collect this information?

Penmaenmawr Museum needs to record data to enable the organisation to pursue and fulfil your enquiry. We will only use the information you provide for this specific purpose.

## **5. What do we do with your information?**

Your personal information is created, stored and transmitted securely in paper and electronic formats, in line with Penmaenmawr Museum's Data Protection Policy. We use encrypted storage and transfer for all electronic data and have password access controls in place. If paper copies are utilised, we ensure that all information is held in secure locked cabinets with controlled access by named individuals.

Your data is accessible only to designated trustees and staff members who are responsible for the fulfilment of external enquiries and the co-ordination of the museum's friends and volunteers. Your data will not be sold, handed to third parties or used otherwise without your prior consent. We will share personal data with law enforcement and government bodies where we are legally required to do so, including for:

- The prevention or detection of crime and/or fraud
- The apprehension or prosecution of offenders
- In connection with legal proceedings
- Where the disclosure is required to satisfy our legal obligations

## **6. How long do we keep your information for?**

Paper copies of the personal information supplied by non-members of the museum will be destroyed using a GDPR compliant shredder within 14 days of fulfilment of your enquiry. Electronic copies of the personal information supplied by non-members of the museum will be destroyed using a GDPR compliant shredder within 14 days of fulfilment of your enquiry.

Paper and electronic copies of information supplied by volunteer and friend applicants who go on to become volunteers and friends of Penmaenmawr Museum will be stored until the volunteer or friend terminates their involvement with the museum. We will then hold records for a maximum of 6 months after the termination date.

## **7. Your rights over your information**

You have the right to ask Penmaenmawr Museum what information we hold about you, by law. You can ask us to correct it if it is inaccurate. Penmaenmawr Museum will endeavour to keep all information up-to-date and accurate, and we would be grateful if you could inform us of any changes to the information you have provided.

You can also ask Penmaenmawr Museum to erase the information the organisation holds about you or give you a copy of the information. If there is a legal reason to refuse to comply to this request, such as an ongoing investigation or legal case, and having sought the necessary legal advice, Penmaenmawr Museum will inform you within 28 days of your request.

You also have the right to ask us to stop using your information through the withdrawal of your consent. To withdraw your consent, please email or telephone Penmaenmawr Museum and ask for Suryiah Evans or John Good who are both members of the museum's HR group.

## **8. Your right to complain**

If you have a complaint about Penmaenmawr Museum's use of your information, you can contact the Information Commissioner's Office via their website at [www.ico.org/concerns](http://www.ico.org/concerns) or write to them at:

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