



Friends of the Oxfordshire Museum – Privacy and Data Protection Policy

In becoming a Friend of the Oxfordshire Museum, your personal information is provided to the Friends Group. Information may also be provided at later times for other reasons e.g. membership renewal or e-mail contact with the Group. This information may include title, full name, residential address, electronic address, banking details, gift-aid details and general correspondence.

The committee of the Friends Group is responsible for all such personal information and our committee decides how to use the information and how to store the information in line with its policies in relation to the General Data Protection Regulation legislation.

How your data is used:

Your data will be used in the following ways:

- Create and provide your membership card, send your membership publications and, subsequently, send information on renewal procedures, ('membership contact'),
- On occasion, send you literature about current or future activities, relevant articles of interest such as acquisition items and campaigns, event invitations, questionnaires, and volunteer opportunities, ('regular contact'),
- If a donation is included with the application, or at any other time, your personal data, and only if necessary, will be provided to our bank to set up standing orders or deposit funds. Our bank is Barclays Bank plc, 25 High Street, Kidlington. OX5 2DH,
- If a gift-aid form is completed, the information on your form will be used solely for the purpose of reclaiming tax from the relevant authority, namely, HMRC,
- We are processing your data for these purposes because, by completing an application form, you have given us your consent to do so.

How your data is shared:

Your data is managed solely by specific members of the Committee of the Friends of the Oxfordshire Museum and only for the purposes outlined above.

Your data will not be shared with:

- Any other third party, (except our bank and HMRC as explained above),
- Oxfordshire County Council or The Oxfordshire Museum,
- Other Friends of the Oxfordshire Museum.

If we find we need to use your data for purposes other than the above or with third parties other than the above, which we do not expect to do, we will not do so without your explicit consent by letter or e-mail.

Your communication preferences:

As a member of the Friends Group, it is assumed that you would like to stay in touch with our activities and we will send you, by default, our 'regular contact' information, (electronically or otherwise). If you would prefer not to receive regular contact information, please express your preference by writing/e-mailing to

The Membership Secretary
Friends of the Oxfordshire Museum
Fletcher's House,
Park Street,
Woodstock. OX20 1SM

or

FriendsOfTom@live.co.uk

Retaining, changing and deleting your data:

At any point and for any reason, you may write/e-mail to the above address to have your personal information updated or deleted. Deletion will remove all your personal information and cause loss of membership. Additionally, you may request a copy of the information which the Group is storing on your behalf. We will retain your data for the period of your membership plus one year or until you tell us otherwise.

Storage of your data:

Personal data will be stored securely in password protected files on password protected memory sticks. Personal data will not be stored on a permanent basis in the cloud or on computers permanently connected to the internet. To protect against computer malfunction, a single hard copy of membership personal data will be stored in a locked environment.

Further information:

Further information on these rights is available from the Information Commissioner's office:

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>