

# Beck Isle Museum

## Privacy Notice

This Privacy Notice sets out what information we may collect about you and what we do with this data. When we ask you to provide your personal information we will let you know why we are asking, and how we will use your data, by directing you towards this notice. If you have any questions about this document or about your details please contact us.

### Who we are

Pickering Beck Isle Museum of Rural Life  
Beck Isle  
Pickering  
YO18 8DU

01751 473653

[info@beckislemuseum.org.uk](mailto:info@beckislemuseum.org.uk)

We are a Registered Charity, and our registration number is 1152735. We are also a company limited by guarantee. Our company number is 08341084.

### What information do we collect about you?

Non-personal information such as IP addresses (the location of the computer on the internet), pages accessed and files downloaded. This helps us to determine how many people use our website and which parts of the website are visited most often.

The personal data we collect might include:

- Name, title and gender
- Postal address, postcode, email address and telephone number

We collect the personal data that you may be required to provide as part of:

- buying your admission pass for the museum
- gift aid declaration
- the legal requirements for donating an object to the collection
- processing a photographic print order
- registering your details as a museum sponsor
- employee information

We only use the information for the purpose it is given and nothing else. It is retained for only the minimum period of time appropriate to the circumstance. This is set out in the data retention policy, which can be found at the end of this document.

### Who we might share your information with

We do not share or sell your personal data to any other person, or organisation, or museum (with the exception of what we are required to do in regards to Gift Aid and HMRC).

## **How we keep your information secure**

We take appropriate measure to ensure that the information disclosed to us is kept secure, accurate and up to date and kept only for so long as is necessary for the purposes for which it is used.

### *Data retention*

We will only keep personal information for the minimum period it is necessary to do so.

We are obliged to keep gift-aid records for 7 years.

We will only keep details relating to enquiries and complaints for the duration of the enquiry or question. Once we have responded, your original query will be deleted (for emails) or shredded, for letters. Complaint resolutions and associated communications will be kept for 1 year.

We will keep volunteers data whilst the individual is actively involved in the museum, but after a volunteer is no longer active, details will be deleted and shredded after a period of 1 year.

### **Data Access Requests**

A data subject may make a subject access request at any time to see the information which the organisation holds about them. Upon receipt of a subject access request, the Beck Isle Museum will respond within one month.

### **Changes to our privacy notice**

We may review and make alterations to our privacy notice to reflect best practice in data management and ensure compliance with any changes to the Data Protection Act 2018. This privacy notice was last changed in June 2018.