



ROYSTON  
MUSEUM

## **Privacy Policy**

### **When you contact us**

The information you provide (personal information such as name, address, email address, phone number, organisation) will be processed and stored so that it is possible to contact you and respond to your correspondence, provide information and/or access our facilities and services. Your personal information will be not shared or provided to any third party.

### **Our Right to Process Information**

GDPR (Data Protection Act) Article 6 (1) (a) (b) and (e)

Processing is with consent of the data subject or;

Processing is necessary for compliance with a legal obligation or;

Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

### **Information Security**

Royston Museum cares to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies.

We will only keep your data for the purpose it was collected for and only for as long as is necessary. After which it will be deleted or shredded.

### **Children**

We will not process any data relating to a child (under 13) without the express parental/ guardian consent of the child concerned.

### **Access to Information**

You have the right to request access to the information we have on you. You can do this by contacting us at [hello@roystonmuseum.org.uk](mailto:hello@roystonmuseum.org.uk). You will be required to provide proof of identity.

## **Information Correction**

If you believe that the information we have about you is incorrect please contact us at [hello@roystonmuseum.org.uk](mailto:hello@roystonmuseum.org.uk) so that we can update it and keep your data accurate.

## **Information Deletion**

If you wish Royston Museum to delete the information about you, please contact us at [hello@roystonmuseum.org.uk](mailto:hello@roystonmuseum.org.uk).

## **Right to Object**

If you believe that your data is not being processed for the purpose it has been collected for, you may object. Please contact us at [hello@roystonmuseum.org.uk](mailto:hello@roystonmuseum.org.uk).

## **Rights Related to Automated Decision Making and Profiling**

Royston Museum does not use automated decision making or profiling of individual personal data.

## **To Sum Up**

In accordance with the law, we only collect a limited amount of information about you that is necessary for correspondence, information and service provision. We do not use profiling and we do not sell or pass your data to third parties. We do not use your data for purposes other than those specified. We make sure your data is stored securely. We delete all information deemed to be no longer necessary. We constantly review our Privacy Policies to keep them up to date in protecting your data.

## **Data Protection Officer**

Royston Town Council's Data Protection Officer is Jayne Cole, Chief Executive Officer, Local Council Public Advisory Service, The Vision Centre, 5 Eastern Way, Bury St Edmunds, Suffolk, IP32 7AB. Tel: 01284 766885 Mob: 07443009607

## **Complaints**

If you have a complaint regarding the way your personal data has been processed you may make a complaint to the Information Commissioners Office: [casework@ico.org.uk](mailto:casework@ico.org.uk) Tel: 0303 123 1113.