

# Parham Airfield Museum

Charity No. 248146

## Privacy Policy

### Who are we?

Parham Airfield Museum is a registered charity. It exists to promote the memory of the sacrifices made during world war two by the USAAF and the British Resistance Organisation. We depend upon voluntary contributions to assist us in our work, which is done by a loyal group of volunteer members.

### What personal data do we hold and why?

We only collect and keep data that are needed for us to be able to carry out our core purpose of operating a museum.

We process our data within the requirements of The General Data Protection Regulation (GDPR) 2018 and associated Guidance from Her Majesty's Government.

These are the types of data that we hold:

- Historical archives. These are kept for display purposes and for historical research. Individuals may be identified but most of the information is already in the public domain or has been provided by relatives and friends. It does not include contact details and is exempt from data protection law.
- Names and contact details of volunteers. This information is needed to ensure we have a list of approved volunteers and can contact them when necessary. It is provided voluntarily.
- Names, contact and transactional details of those who buy from our shop online. This must be kept for financial reasons. Buyers may be contacted about the transaction.
- Names, contact and transactional details of someone who is contracted to perform a service for us on a commercial basis. We hold details about them which relate to that service contract and communicate with them about it. If that person were a consultant or similar, we may ask for their CV and other information relevant to the role such as a reference, in which case it would be subject to strict rules of confidentiality like those if an employee were being selected. In this case we will ask them about any disabilities that we may need to provide for as they work.
- Names and contact details of members, active supporters, providers of funds, those who have gifted artefacts and people who have made research requests. These are held on the condition that the person has given their **active consent** for their data to be processed. This would be in writing or by e mail, when they would have indicated whether they are willing to be contacted by e mail, letter and/or phone.
- Accident records. Occasionally people have accidents on our premises. Details of the incident are recorded by the Duty Officer, so we can investigate the cause and learn from it.

Those involved are asked if they are willing to provide their name and contact details in case there is any follow up to the accident.

- Photographs and videos of volunteers and visitors. These are kept as a record of events in the life of the museum. The oldest date from the 1980s and form part of our archives. More recent photos may be shared with the public via our website, social media pages or newsletter. This helps to tell people about our work. Your photo will not be shared in this way without your specific permission.
- Video taken by internal and external security cameras. This is anonymous and not viewed unless there has been a security issue.

### **How do we store information?**

Information is stored by us on computers located in the UK. We may also store information in paper files.

We place a great importance on the security of all personally identifiable information associated with our supporters, customers and visitors. We have security measures in place to protect against the loss, misuse and alteration of personal data under our control. Access to stored data is only permitted by authorised volunteer staff and is controlled by password and/or key.

### **How long do we keep personal data?**

We only retain data for as long as it is necessary and useful. Thus, if a volunteer were to leave or pass away their data would be deleted. Some data, such as on financial transactions, must be retained for seven years. We make every effort to delete data if an individual has withdrawn consent for us to keep it, if a contract has been completed or if it is no longer up to date. Data on accidents is retained for three years or for the duration of any related legal action exceeding three years. Video captured for security reasons is deleted weekly unless it must be retained as evidence of criminal activity.

### **Do we share our data with third parties?**

Photos may be published with the consent of the subjects. All our other data are kept entirely in confidence within our organisation and only seen by those volunteers who need to process the information. Thus, we never give or sell personal information to other individuals or organisations. The only exception to this would be if it were required by a law enforcement agency.

### **Do we analyse personal data?**

Historical, archive data are studied and analysed in accordance with the museum's purpose. From time to time we may analyse anonymised patterns of shop or cafeteria sales and anonymised visitor data. We do not analyse other personal data. We do not collect information about wealth or private interests.

### **How can you contact us about your data?**

Our Data Controller is Jennie Smith.

She may be contacted via e mail at [parhamairfield@yahoo.co.uk](mailto:parhamairfield@yahoo.co.uk) or by post at Parham Airfield Museum, Parham Airfield, Parham, Suffolk, IP13 9AF, UK.

Members of the public may choose to opt out of receiving further communications from us by notifying us by e mail or in writing. All general e mails from the Museum include an option to notify us that the addressee no longer wishes to receive such communications.

People whose data we hold have the right to request a copy and that data will be provided within one month. This is an official Subject Access Request. People may also request that their data be amended or deleted. We will make any corrections requested and notify them that we have done so. We will also delete personal data on request but may ask for identification before doing so. In this instance it will only be retained if the law requires.

We do not normally make a charge for a Subject Access Request. However, we may do so if the request is manifestly unfounded or excessive or if an individual makes multiple requests.

**Do we collect any special categories of data?**

We may collect information about approximate age, gender, ethnic origin or disabilities when we are analysing visitor statistics. This will always be anonymised. Sensitive data may be held regarding the appointment of a contractor or consultant, in which case it will be strictly confidential and only used in the context of that appointment.

**Are Freedom of Information Act requests considered?**

The Museum is not a 'public authority' as defined under the Freedom of Information Act. We will not therefore respond to requests for information made under this Act; using the funds generously donated to us by our supporters for such activities is not in accordance with our charitable purposes.

**Will we change this policy?**

This policy and associated procedures are reviewed regularly. We reserve the right to change this policy and the procedures that relate to it. Changes in wording will be notified via our website.

Adopted by Committee on: 11<sup>th</sup> March 2018