



# THE FRIENDS OF HONEYWOOD MUSEUM

Registered Charity No. 1067131

## **PRIVACY POLICY - MAY 2018**

### **What information do we collect about you and why?**

We collect and store information so that we can ensure you receive the benefits and entitlements of your membership subscription.

This includes your contact details such as name and address, and, when offered, a telephone number and/or email address.

We store information relating to your subscription such as when it starts and ends, whether it has been paid or not and whether there have been any changes relating to a subscription, such as a change of address.

We use the information you provide us with to contact you about your membership or to send items of news directly related to The Friends of Honeywood Museum.

We will use the details you have shared with us to manage your booking of, or entry to, an event. This may include contact via telephone, email, SMS and post with information relating to the event you have registered to attend.

We will use the details you have shared to manage your entry to any competition or prize draw. This may include your name, e-mail address and telephone number. We shall use such information to notify you if you are a winner. Your data will be retained for the period of the competition only.

### **Do you retain my banking details if I opt to pay by Standing Order?**

We do not retain, or record, your banking details. The form you complete to authorise a Standing Order payment to fulfil your Membership Subscription is passed on to your bank for your instructions to be implemented.

### **Will you pass on data to other companies or individuals for processing?**

We will not pass your personal information on to any outside parties. Where an external competence might be required (for example, to answer an historical query) we will always ask your permission before passing on your details.

### **How do you protect my data?**

We have policies and procedures in place to ensure that all the personal data we hold is kept as securely as possible.

All our Trustees that have access to, and are associated with, the processing of your personal information are legally obliged to respect the confidentiality of your data.

Any paper records are held securely and shredded before disposal.

We have put in place procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

## **How long do you keep my personal data for?**

We hold your details for as long as is necessary to deliver the entitlements of your membership.

## **Is your Website secure?**

The Friends of Honeywood Museum Website is maintained securely on encrypted servers maintained by 34SP, our hosting provider.

## **Cookies and how we use them**

Our Website may place a "cookie" on your personal computer. Cookies are short text files which are transferred between your computer and our server whenever you request a page on our web site. It aids navigation and saves any language preference you may have. We use a cookie for the collection of anonymous, aggregate visitor traffic statistics.

These cookies may not be deleted when you close your browser but may be stored on your computer. We do not save any personal information in any cookie. We do not access any information stored in cookies placed on your computer by other web sites. We do not share any information with third parties.

You may stop or restrict the creation of cookies by modifying the settings in your browser. This will not prevent you browsing the Website.

Note that our website provides commenting facilities where you can post information. When you do so, be aware that other visitors may collect any information you make public.

## **What rights have I got?**

You have a right to know what personal data we hold about you. You may, at any time, request access to the personal data that we hold which relates to you (you may have heard of this right being described as a "subject access request"). Please note that this right entitles you to receive a copy of the personal data that we hold about you to enable you to check that it is correct and to ensure that we are processing that personal data lawfully. It is not a right that allows you to request personal data about other people, or a right to request specific documents from us that do not relate to your personal data.

You have a right to rectification and erasure. You may, at any time, request that we correct personal data that we hold about you which you believe is incorrect or inaccurate. You may also ask us to erase personal data if you do not believe that we need to continue retaining it (you may have heard of this right described as the "right to be forgotten").

You have a right to stop receiving communications. For details on your right to ask us to stop sending you various kinds of communications, please contact us.

## **How can I contact you?**

To contact us, please either use the form provided on the Friends of Honeywood Museum website at [www.friendsofhoneywood.co.uk/Contact.htm](http://www.friendsofhoneywood.co.uk/Contact.htm), or write directly to:

The Trustees, The Friends of Honeywood Museum, 46 Upland Road, Sutton SM2 5JE