

# BUSHEY MUSEUM AND ART GALLERY



## PRIVACY POLICY:

Charity Number: 294261

### What information do we collect and what do we do with it?

- **Accessions Register:** containing names and contact details of donors of objects to the Museum. This is kept in a locked safe. Plans are to make a copy of this book in accordance with Accreditation Regulations and this copy will be kept in a separate, locked building.
- **Transfer of Title forms** (or Object Entry forms): These are a legal requirement in the acquiring of objects to the Museum's collection. These forms contain the contact details of donors and details of the object/s donated. These are kept in a locked filing cabinet.
- Information from the Transfer of Title forms is added to the Museum's Collections Management System **ADLIB**. This database has restricted access and is password protected. Roles are allocated to each user with restricted access on a need to know basis. It is a legal requirement to keep this data.
- **Volunteers:** contact details of the volunteers are kept as legitimate interest to the operation of the Museum. The Volunteer Co-ordinator for the Stewards keeps these details at home for the purposes of being able to contact Stewards for duty or last minute cover when required. Stewards also have a copy so that they can contact each other for cover if necessary. They have given their consent for their details to be kept.
- **Enquiries:** In the case of History and Archive material, where personal data may be required for the purpose of provenance, permission will be sought to keep this data in the archive collection.

- **Friends:** The Museum Friends' group is a separate entity. The Membership Secretary has sent out a consent form to all the Friends requesting their details be kept on file for the purposes of sending out the Newsletter and for informing of forthcoming events and activities. The Museum holds this information in the office which has no public access.
- **Emails** kept on the office computer are not accessible via the Network Store (or Server). The office computer is accessed by three volunteers who have their own individual passwords.
- **The Network Store:** The Secure Data folder is password protected. The information is backed up twice a year and stored on Blu-Ray discs off-site.
- **Incident Book:** This is kept in a drawer behind the Shop counter. Details are given voluntarily and kept in case there are any follow-up actions required.
- **Information Book:** This is where people leave their details voluntarily for submitting history information about Bushey or the Museum collections. Once each book is full, it is treated as a Museum Archive and securely stored in a separate, locked building.
- **CCTV:** The recording equipment is kept in a locked cupboard in the Shop area, with the key kept in a secure area, not accessible to the public. Images are deleted after a month.
- **Mail Order items:** These are handled by a separate entity Bushey Museum Services Ltd; a shop management company. Orders are dealt with via Paypal. The information is stored on the Mail Order Volunteer's home computer but any personal details are deleted once a sale has been completed. Sale completion times vary according to the location of the sale (i.e. world-wide etc)
- **Bushey Museum engages in no direct marketing activities and there is no sharing of personal data for marketing purposes.**

This Privacy Policy was last updated on 29th May 2018.