



Registered Charity No 802547

Policy 3

PRIVACY STATEMENT

The Maidstone Museums Foundation (MMF) is a charity whose aims are to support and educate through the auspices of the Maidstone museums. It is a membership organisation comprised of individuals and organisations. It operates through an elected board of trustees and is a registered charity no. 802547.

MMF is committed to protecting the privacy of its members and supporters. This privacy statement sets out the way we collect, store and process your personal information in accordance with current UK data protection legislation (the Data Protection Act 1998 and the EU General Data Protection Regulation (GDPR)).

This policy may be updated from time to time to ensure we continue to provide you with accurate information and remain compliant with the current law.

What is personal information?

We will collect personal information when you or your organisation join as a member of MMF.

Personal information is information that can be used to identify you. Examples of personal information include your name, title, postal address, email address and telephone numbers. It can also include personal information relating to processes including payment information (such as credit card or bank details), or information relating to employment or volunteering, or social media interaction.

What is the legal basis for collecting your information?

The MMF only collects personal information to enable it to carry out its legitimate interests, to enable it to fulfil its obligations and to comply with legal requirements.

The MMF's legitimate interests are:

- Fulfilling our duty to members and supporters.
- The promotion, marketing and advertising of Maidstone Museum and its services.
- Working to improve and develop new and existing initiatives in support of the museum.
- Fundraising and promotion of the interests of the charity.
- Improving understanding the needs of our members and supporters.
- Handling enquiries and complaints.
- Complying with legal requirements and regulations.

How do we use your personal information?

Your personal information will only be accessible to trustees if it is appropriate in order for them to carry out their role.

We may use your information in a variety of ways including:

- To process your membership of the MMF.
- To send you information about the latest MMF news via our newsletters and email.
- To send you governance information.
- To update your information.
- To send you information about volunteering opportunities and fundraising.
- To profile information for the purposes of research or fundraising.

We will not sell or pass on your personal information for other organisations to use for their own purposes.

We will only share your information when we are legally obliged to at the request of a government or law enforcement authority.

Communication

We will only contact you if you have told us that we can.

You can find out what personal information we hold about you and update your personal information by contacting us at maidstonemuseumsfoundation@outlook.com.

You can request the removal of your personal information from our records at any time by contacting us at the same email address.

Security

The CBA take the security of our members and supporters personal information very seriously and take appropriate steps to ensure your data is securely stored.

Only authorised trustees are able to access your personal information and all personal information is transferred using secure processes. Our processes and systems are regularly reviewed to ensure they remain secure.

We only hold your personal information for as long as is necessary for us to administer our relationship with you.

If and when we dispose of your information, it will always be done so securely.

Agreed by the Board – 12th April 2018