

Orkney Natural History Society

Stromness Museum

Privacy notice

Stromness Museum will take care to preserve your privacy and safeguard any personal details you share with us. This Notice explains how we collect and use your personal information. Your personal information can help us to work more effectively and efficiently so that we are in the best position possible to ensure accessibility to Stromness Museum for all our audiences, staff, volunteers and collaborators.

Our Data Protection Policy can be found on our website.

This notice covers:

Information we collect about people who use and support our services, job and volunteering applicants, suppliers and contractors, donors to the Museum

Information on what data we collect and how, how we use this data, how we store your data, your rights of access, how to contact us

1. What data we collect and how

INFORMATION YOU PROVIDE

We may collect information about you whenever you interact with us, for example, when you contact us regarding our activities, sign up for an event, buy a ticket, engage with our social media accounts or make a donation to us, either financial or an item for our collection. The information we collect can include: Address, email, phone number and bank details.

CCTV

Any CCTV recordings made in the Museum are stored for up to one month for use in the case of any incident and for health and safety monitoring. After this they are deleted.

WEBSITE DATA

The Stromness Museum website, hosted by Heritage Technology, is committed to safeguarding the privacy of the individuals and organisations in line with the legislation set out under the UK Data Protection Act 2018 (DPA). We aim to be transparent about the data we collect via this website.

We make use of cookies (small files stored on your computer) in the following ways:

- To enhance the functionality of the website, for example by storing certain usage preferences.
- To collect anonymous statistical information about users visiting our site, for example the number of times they visit different pages and how they are getting to those pages. This information is used to help us improve our website's structure and usability.

All information stored in cookies from our website is strictly anonymous. You may turn off or block cookies in your browser but portions of this site may no longer function properly. We accept no liability for any loss of functionality as a result of disabling cookies.

This website does not collect personal information of any kind from its users as part of its core functionality. However, we may on occasion use the website to host surveys or feedback forms that may require the provision of personal details. In these cases, the purpose and usage of this data will be made clear. However, the data will be governed by the following statements:

- Information will not be used for any purpose other than that specified at the time of collection.
- Information will be treated confidentially and in accordance with the legal provisions concerning data protection.

2. The legal basis that permits us to use this data

Under data protection legislation we are only permitted to use your personal data if we have a legal basis for doing so as set out in the data protection legislation. We rely on the following legal bases to use your information:

- Where we need information to perform the contract we have entered into with you
- Where we need to comply with a legal obligation
- Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests
- Where these involve further communications from us you will be given the opportunity to opt out, or to unsubscribe.

In more limited circumstances we may also rely on the following legal bases:

- Where we need to protect your interests (or someone else's interests)
- Where it is needed to perform a specific task in the public interest which is set out in law.

Some information is classified as 'special' data under data protection legislation. This includes information relating to health, racial or ethnic origin, religious beliefs or political opinions, sexual orientation etc. This information is more sensitive and we need to have further justifications for collecting, storing and using this type of personal data. There are also additional restrictions on the circumstances in which we are permitted to collect and use criminal conviction data.

3. How we use this data

JOB AND VOLUNTEERING OPPORTUNITIES

If you apply to work at Stromness Museum, we will only use the information you give us to process your application. If we want to disclose information to someone else e.g., if we need a reference - we will make sure we tell you beforehand, unless we are prevented from disclosing this information by law.

If you apply for a job or volunteering opportunity we will also collect information so we can assess your suitability for the role. If you are unsuccessful in your job application, we will hold the information from your application for six months after we've finished recruiting the post you applied for. Volunteering applications will be held for six months. After this date we will delete your information.

If you begin employment or volunteering with us, we may hold a file about your employment or volunteering. We will keep the information in this file secure and will only use it for matters that apply directly to your employment or volunteering role. Such information will be retained in accordance with our Data Retention Guidelines.

SUPPLIERS AND CONTRACTORS

If you provide us with personal information in relation to potential or current contracts we may use this information to ascertain your suitability as a contractor, make payments to you for your services or contact you with any enquiries in relation to the contract.

MEMBERS, CUSTOMERS AND DONORS

Members provide information to enable us to contact them, pay subscriptions & claim Gift Aid.

Customer data is only obtained to make a transaction or book a ticket. This is not retained.

Donors data is held as required to claim Gift Aid on a cash donation. In the case of donors of items for the collection names and contact details are retained in order to process the item, then as part of the Museum's records.

4. How we disclose your data

We may disclose your personal information to third parties if we are under a duty to comply with any legal obligation, or to protect the rights, property or safety of Stromness Museum, our customers, or others. This includes exchanging information with other companies and organisations for the purposes of fraud protection.

5. How we store your data and for how long

We hold your personal information in accordance with the security provisions of the UK Data Protection legislation and in accordance with our Data retention guidelines.

FINANCIAL INFORMATION

If you use your credit or debit card to donate to us, buy something or pay to register your place at an event online or over the phone, we will ensure that this is done securely and in accordance with the Payment Card Industry Data Security Standard. Following the completion of your transaction, we do not store your credit or debit card details.

We use Stripe and PayPal as our payment gateways. If we receive an email from them containing any credit or debit card details, it will be deleted immediately once the transaction has been completed and, where relevant, we have sent an acknowledgement.

6. Your rights of access

Where we collect your personal information, you maintain the right:

- To ask for a copy of the data we hold on you.
- To ask us to delete data on you that we no longer need.
- To ask us to correct data about you that is wrong.
- To ask us to let you take a copy of your data in a portable format to another organisation.
- If you gave us your data with specific consent, you have the right to withdraw that consent at any time.

Complaints, enquiries and feedback

We aim to regularly review our privacy policy notices and update them as and when required. If you have any further questions or a complaint regarding privacy in relation how we use personal information, please contact. If you are not satisfied with our resolution or response, you have the right to contact the Information Commissioners Office (ICO) directly with your concerns.

How to contact us

Stromness Museum, 54 Alfred Street, Stromness, KW16 3DF

Custodian@stromnessmuseum.org.uk

01856 850025

26th August 2024