

# The Friends of Saddleworth Museum and Gallery Privacy Statement

## 24<sup>th</sup> May 2018

This privacy statement was created because of the perceived impact on the “Friends” of the EU General Data Protection Regulation (GDPR) which will apply from 25 May 2018, when it supersedes the UK Data Protection Act 1998 (DPA).

The GDPR places certain responsibilities on the “Friends” to ensure that the data we hold on behalf of our members is gathered and used fairly, lawfully and **transparently**.

The **GDPR requires** that we inform members of the following: -

- The completion of the previous membership renewal form and the box ticked for methods of communication may be taken as **consent** for the Friends to continue to hold the data under the Act applicable at that time until the next renewal.
- The “Friends” membership new joining form, and renewals, will continue to ask how we should communicate with members and will, from this day forward, **request consent** to hold the data under the new Regulation.
- **The data we hold** against that consent will include some, or all, of the following: date of joining/renewal, full name/s, address, telephone number/s e mail address, type of membership and method/s of communication. Additionally, we will also hold any additional information provided by the member/s to assist the renewal and communication process and a tax payers full name against a gift aid declaration.
- **The data will be used** to allow the Friends Committee to meet their obligations to members as the constitution demands and ensure that members receive their benefits. The “Friends” also wish to inform members of events and activities organised by either the “Friends” or the museum, and “news” in either newsletters or broadcasts. *(The taxpayer information is currently passed confidentially to the curator of the museum Peter Fox email address [curator@saddleworthmuseum.co.uk](mailto:curator@saddleworthmuseum.co.uk) to enable the museum’s claims against HM Revenue and Customs for gift aided subscriptions and/or donations).*
- **This data will be stored** securely, separately and not be accessible to others, by the Friends Committee member responsible for Friends memberships. We are required to inform members that at the time of writing the person responsible is Charlie Middlewood (Friends Membership Secretary) e mail address [friends@saddleworthmuseum.co.uk](mailto:friends@saddleworthmuseum.co.uk). *(The taxpayer information is currently passed confidentially to the curator of the museum Peter Fox email address [curator@saddleworthmuseum.co.uk](mailto:curator@saddleworthmuseum.co.uk) ).*

If you need any further information please email [friends@saddleworthmuseum.co.uk](mailto:friends@saddleworthmuseum.co.uk) or write to Charlie Middlewood (Friends membership secretary) c/o Saddleworth Museum, High Street, Uppermill, Saddleworth, Yorkshire, OL3 6HS or leave a message by telephone (01457 874093) or in writing between 1 and 4 pm at the museum.