



Fair Processing Notice

Pembrokeshire Museum Service

1. Why do we collect and keep your personal information?

In order to provide this service, it is necessary for the council to collect, store and process personal data relating to museum customers and donors. Safeguards are in place to ensure that this data is kept secure and the privacy of individuals is protected. Pembrokeshire County Council is the data controller for the personal information collected.

The processing of your data is:

- Article 6(1)(a) Consent – for mailing lists we will send you information about upcoming events and activities at the museum
- Article 6(1)(b) Contract - Processing is necessary for performance of a contract
- Article 6(1)(e) Public task -the processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.

You can withdraw your consent for this processing at any time. You can do this by using the unsubscribe link on the bottom of the email, or contacting the museum directly (see contact details below)

2. What information do we process?

The personal data we collect and process depends on the function we perform. Accession and rationalisation are the processes by which items are added to or removed from the museum collection. We also provide an identification service. In order to carry out these processes, we need to collect information the people providing the items, and the people receiving the items if they are leaving our collection. This information allows us to track where an item has come from and where it has gone if it is no longer in the collection. The information we collect is as follows:

- Home Address
- Contact details
- Date of Birth
- Gender

It is necessary for the council to collect, store and process personal data relating to event attendees and organisers and persons hiring our venues. We may collect information about you from the following sources:

- information you have provided to us
- information provided to us by the person who made your booking (in the case of group bookings for example) Information collected by cookies about the way you use our website.
- payment card details (your card payment details are not stored on our system)

3. How Information about you is used.

The information that you provide will be processed according to the General Data Protection Regulations 2016 and in line with the Public Libraries and Museums Act 1964. We will make any disclosures required by law and we may also share this information with other bodies responsible for auditing/administering public funds to ensure money is targeted and spent in the most appropriate and cost effective way. In order to achieve this, information may be shared with other internal departments within Pembrokeshire County Council.

If an item donated to the museum is passed to another organisation, the accession data (including the donor's contact details), will be passed to that organisation. This ensures the provenance and history of the item is maintained.

We will not make any disclosures to third parties for marketing purposes.

Your data will be secure and confidential at all times and we will only collect the personal information that is required to register you in the rest centre and provide a place of shelter and services as dictated by your needs.

4. How long do we keep hold of your information?

Collections - The information collected in this process forms part of the historic record, and so is kept permanently.

5. Access to my personal information?

You can find out if we hold any personal information by making a subject access request under the General Data Protection Act Regulations 2016. To make a request for any personal information we may hold you need to put your request in writing addressing it to:

Access to Records Team
Pembrokeshire County Council
County Hall
Haverfordwest
SA61 1TP

6. Your Rights.

Under the General Data Protection Regulations 2016, you have rights as an individual which you can exercise in relation to the information we hold about you:

- The right to be **Informed** – Individuals have the right to be informed about the collection and use of their personal data. This is a key transparency requirement under the GDPR
- The right of **Access** – you are entitled to request access to and a copy of, information we hold about you
- The right to **Rectification** – you have the right to ask to have your information corrected.
- The right to **Erasure** – this is not an absolute right and will depend on the reason for processing your personal information
- The right to **Data Portability** – This only applies to data processing that is carried out by automated means
- The right to **Restrict processing** may apply – you may request that we stop processing your personal data however, this may delay or prevent us delivering a service to you. We will seek to comply with your request but may be required to hold or process information to comply with our legal duties.
- The right to **Object** – this is not an absolute right and will depend on the reason for processing your personal information.
- The right to withdraw your consent at any time.

7. Complaints or Queries.

Pembrokeshire County Council endeavours to meet the highest standards when collecting and using personal information. For this reason, we take any complaints we receive about this seriously. We encourage people to bring to our attention if they believe that our collection or use of information is unfair, misleading or inappropriate.

This privacy notice does not provide exhaustive detail of all aspects of our collection and use of personal information. However we are happy to provide any additional information or explanation needed. Any requests for this should be sent to the address below:

Jo Hendy, Data Protection Officer
Pembrokeshire County Council
County Hall
Haverfordwest
SA61 1TP

Email: dataprotection@pembrokeshire.gov.uk Telephone: 01437 764551

If you want to make a complaint about the way we have processed your personal information, you can contact the Information Commissioner's Office as the statutory body which oversees data protection law:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
SK9 5AF

Email case worker@ico.org.uk Telephone No: 0303 123 1113

8. Changes to this privacy notice.

We keep our privacy notice under regular review.