

Sheffield Museums

Collections & Exhibitions Privacy Notice

Sheffield Museums Trust is committed to maintaining the accuracy, confidentiality and security of any personal information that we gather from our visitors. This Privacy Notice describes the information that we collect from or about you, how we use the information and to whom we disclose that information.

What information do we collect and why do we collect it?

Sheffield Museums Trust sometimes collects and retains information from individuals that will help us to manage, understand and maintain the historical context of items in the collections we manage. This might include personal information such as the name and background of donors or people who have contributed to the history of an object.

We will endeavour to ask directly for personal information and your consent to use that information. We will always let you know how the information will be used and you will have the option to limit the use of that information.

When we cannot obtain direct consent, we may rely on “legitimate interest” as a reason for retaining and processing information. We will complete a legitimate Interest Assessment to ensure that we have good reason to retain your information and appropriate processes to secure it.

Who do we share your personal information with?

We may share your information with our subsidiary company and with successor organisations. We may also share information with partners that have a direct interest in delivering a project or event that you have consented to be involved with.

We do not share your personal information with any other organisations without your express consent.

Sheffield’s collections are currently being digitised and made more widely accessible to the general public online. Information published about objects might include references to where they came from or past ownership. This might include names but never addresses or contact information.

Our exhibitions might also include references to an object’s history, but again, although we might include names to either credit a loan or to explain the history of an object, we would never include addresses or contact information.

How is your information protected?

We endeavour to keep your information safe, secure and accurate. Procedures and policies are designed to protect your information from loss and unauthorised access, copying, use, modification or disclosure.

How long is your information retained?

We only retain your information for as long as necessary i.e. while it is being used for purpose it was collected.

However, where information is contributing to the historical understanding of an item, for instance a record of ownership, the information may be retained for as long as we hold that object. Details may be recorded securely on paper and in computerised files. We will ask if you are happy for this information to be kept.

Access to your information

You can ask to see the information that we hold about you. If you want to review, verify or correct your information, please contact info@sheffieldmuseums.org.uk

In the event that we cannot provide you with access to your information, we will endeavour to inform you of the reasons why, subject to any legal or regulatory restrictions.

Enquiries or concerns?

If you have any questions about this Privacy Notice or concerns about how we manage your personal information, please contact the Director of Finance & Resources via info@sheffieldmuseums.org.uk