

# Sheffield Museums

## **Mailing List Privacy Notice**

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

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

If you opt-in to receive Sheffield Museums Trust e-newsletters, invitations to our preview events or details of our corporate fundraising opportunities, we will keep a record of your name, contact details and consent.

## **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 information with any other external organisation without either your express consent or to fulfil a statutory requirement.

Mailing information will be stored securely on our third-party CRM customer relationship databases, which help us administrate our relationship with our audiences. Your data will only be accessed by us and for administration purposes, by our trusted IT support companies, who provide technical support for our database platforms.

Data we receive from you directly or through these platforms will not be shared without your express consent.

## **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 the purpose it was collected. You have a right to unsubscribe from our mailing list at any time. You can find the unsubscribe link at the bottom of every email we send. If you unsubscribe, we will delete your information.

## **Access to your information**

You have the right 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](mailto: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](mailto:info@sheffieldmuseums.org.uk)