

Sheffield Museums

Media Contacts 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?

In order to provide relevant, timely media information and press releases to you as a journalist or broadcaster, Sheffield Museums Trust keeps a record of your name, contact details, the organisation you work for or area you specialise in, as well as particular fields of interest.

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.

Your information will be stored securely and 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 be removed from our Media Contacts database at any time – to be removed please email info@sheffieldmuseums.org.uk

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

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