

# Sheffield Museums

## Participants 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 to whom we disclose that information.

### What information do we collect?

If you book on to or sign up for an event at Sheffield Museums Trust we will maintain a record of your booking and attendance. This information will be used to manage the event.

As part of the booking process you may be asked if we can contact you with a short survey about your visit. If you agree, the information you provide will be used to contact you with a link to an online survey. Any information you provide through the survey will be completely anonymous.

You may also be asked if you would like to join our mailing list so that we can notify you of future events. We will keep a record of your name, contact details and consent if you choose to join this list.

If you choose to make a donation to Sheffield Museums Trust when making a booking, we may store your information securely on our third-party CRM customer relationship databases in order to process and record your donation.

Sometimes we will take photographs at events. We will not include individuals in those photographs without their express consent.

Most of our sites have CCTV installed as a security measure and this may capture images of you during your visit to us. CCTV is not routinely monitored. However, should an incident or event occur, we may review CCTV footage for the relevant timeframe and location.

### 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.

If you make a gift aid declaration, we are required to share your name, address, postcode and the amount of the donation with HMRC.

We do not share your information with any other external organisation without either your express consent or to fulfil a statutory requirement.

Booking and event information may be stored on third party event management platforms e.g Eventbrite. Data we receive from you directly or through these platforms will not be shared without your express consent.

If the event you have booked for is online via a third party platform (e.g. Zoom) your screen name and video image may be visible to other participants at the event.

### **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.

### **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](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)