Privacy Notice



This privacy notice explains what information we need in order to deliver our museums service.

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.

Who is responsible for your information?

Liskeard Town Council is the data controller for the personal information collected.

Mailing list

**Purposes of processing your personal data**

With your consent, we will send you information about upcoming events and activities at the museum. We will only do this if you have provided us your contact details specifically for this purpose.

**Categories of personal data and lawful basis**

We will need the collect the following information from you:

* contact details.

Under data protection legislation, this processing is allowed because we have the consent of the individual.

You can withdraw your consent for this processing at any time. You can do this by contacting the museum directly (see contact details below)

**Who we share your personal data with**

We won’t share your information with anyone else

**How long we hold your personal data**

We will keep your information until you withdraw consent for this processing.

Prize draws

**Purposes of processing your personal data**

We sometimes hold prize draws. If you enter, your contact details will only be used to contact you about the outcome of the prize draw, and if you win.

**Categories of personal data and lawful basis**

We will need the collect the following information from you:  
contact details.

Under data protection legislation, this processing is allowed because we have the consent of the individual.

You can withdraw your consent for this processing at any time. You can do this by contacting the museum directly (see contact details below).

**Who we share your personal data with**

We won’t share your data with anyone else.

**How long we hold your personal data**

We only keep your information until the prize draw is completed.

Accession, rationalisation and identification

**Purposes of processing your personal data**

Accession and rationalisation are the processes by which items are added to or removed from the museum collection. 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.

**Categories of personal data and lawful basis**

We will need to collect the following information from you:

* contact details.

Under data protection legislation, this processing is allowed because it forms part of the performance of a contract.

**Who we share your personal data with**

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

**How long we hold your personal data**

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

Further information

Please get in touch if you would like more information about how the council processes your personal data:

* you can contact the museum team on 01579 346087 or email [contact@liskeardmuseum.co.uk](mailto:contact@liskeardmuseum.co.uk)
* contact the council's data protection officer 01579 345407  <mailto:townclerk@liskeard.gov.uk>