

**THE CLAYMILLS PUMPING ENGINES TRUST
POLICY DOCUMENT**

POLICY TITLE:

Data Protection Privacy Policy

POLICY NO: P-DP-01

REVISION NO: 3 (May 2018)

THE CLAYMILLS VICTORIAN PUMPING STATION

Data Protection Privacy Policy

Name of Museum: Claymills Victorian Pumping Station

Governing Body: The Claymills Pumping Engines Trust Ltd

Date Approved by the Governing Body: 31 January 2018

Date Policy is due for Review: Not later than every 5 years from last approval date (i.e. not later than January 2022)

1 Who the Trust is

Claymills Pumping Engines Trust was established to promote and preserve the 19th century Claymills Pumping Station complex including all buildings, engines and equipment therein situate at Meadow Lane, Burton-on-Trent.

Claymills Pumping Engines Trust is a registered charity (No 1030331) whose address is Claymills Pumping Station, Meadow Lane, Stretton, Burton-upon-Trent, Staffordshire, DE13 0DA.

The Trust is supported by members, some of whom are volunteers, working to preserve and operate the station for the benefit of the public. The governing body of the Trust understand the importance of the security of personal data of members and the public and information is only used by the Trust to contact members regarding Trust business or as required to fulfil our responsibilities.

2 What data does the Trust collect

The Trust collects the following data:-

- Contact information on members comprising name, address and e-mail address.
- Bank information from those members who wish to pay subscriptions by standing order.
- Gift aid forms from members of the public and Trust members who wish to gift aid donations and admission fees.
- Relevant medical information is held on volunteers working on site in case of emergency.

All of the data collected is provided by the donor. The membership information is collected through membership application forms or membership renewal forms as returned by members either in paper or electronic form; this may include information for standing orders.

Gift aid forms are collected at the Museum, usually the gatehouse on steaming days or by volunteers on site, when the donation is made. Voluntary medical details are obtained from volunteers and updated regularly.

3 What do we do with the data

The Trust uses data as follows:-

- Members contact details (postal or by e-mail) are used make contact with respect to the Trust's business. This comprises sending regular newsletters, membership renewal details, membership cards and other occasional notifications covering news, event or fundraising appeals.
- Standing order information is sent to the provider's bank in order to set up the requested instruction.
- Gift aid forms are collated by the Treasurer and the information used to allow the Trust to make occasional applications for payment.
- Volunteers' medical details are only accessed to update information or when there is a medical emergency.
- The Trust collects statistical data from the members and visitors information provided through the above activities and occasionally through surveys carried out on site. This statistical data is used for aggregate data analysis to measure Key Performance Indicators or other specific tasks such as understanding where our visitors have travelled from.

Information will not be shared with any third parties outside the Trust although very occasionally it may be necessary to share relevant information with individuals or organisations employed by the Trust to undertake specific projects (e.g. HLF Visitor Centre project).

4 How do we store the data and keep it secure

Data is stored and kept secure as follows:-

- Membership information is entered onto the Trusts membership database on the Trust's computer. The original membership forms are then destroyed. Data entry on to the database is by the person responsible for data protection. The information is stored on a password protected database which is accessed by the Trust's Treasurer, Membership Secretary and Newsletter Editor for Trust business.
- Standing order information is handled and kept secure by the Treasurer; the information is destroyed once details are sent to the appropriate bank in order to set up the standing order instruction.
- Gift aid forms are held securely by the Treasurer for a period of six years in accordance with legislation. Once this period is complete the information is destroyed.
- Volunteer's medical details are kept in a designated place on site; it is not generally accessible although these need to be readily available to a director or responsible person on site in an emergency.

5 How to submit a subject access request

You are entitled to submit an access request to:-

- See a copy of the information held on you by the Trust.
- Obtain details on how information is held, used and shared.
- Have the information deleted.

Requests can be made by contacting the Data Protection Officer at Claymills Pumping Engines Trust Ltd, Meadow Lane, Stretton, Burton upon Trent, DE13 0DA or by e-mailing enquiries@claymills.org.uk.

Requests will be responded to within a period of one month.

6 Policy updates

The Trust regularly reviews the data protection policy and may make changes from time to time.

Reference

AIM Successfully managing privacy and data regulation in small museums
NCVO data protection guidance

End Date

NONE

Implementation Date

1 March 2018

Owner

Data Protection Officer, The Claymills Pumping Engines Trust.

Initiator

John Cooper, Secretary, The Claymills Pumping Engines Trust.

Amendments

Rev 1 – Original

Rev 2 – Clarification on where digital data is kept

Rev 3 – section on cookies deleted