

TUTBURY MUSEUM TRUST

PRIVACY NOTICE, & COOKIE POLICY

Adopted by the Trust on 12th March 2026. This replaces our previous Policy.

INTRODUCTION

In order to operate as a charitable museum, Tutbury Museum Trust (the Trust) needs to process a limited range of personal data about its Trustees, Volunteers and other persons dealing with the Museum. The Museum's Trust Deed (25th of May 1990) pre-dates current data protection legislation, but authorises it to make rules and regulations for the management of the Trust. Our Information & Data Protection Policy (available on request) and this document fulfil that.

EXPLAINING OUR WEBSITE

This section explains the use of our website, <https://www.tutburymuseum.org>. The General Privacy Notice set out below, covers how we protect personal data which we may obtain by **any** means including the website.

Users contacting this website and/or its owners do so at their own discretion. The only information we ask you to provide if you wish to contact us is your name and email address so we may respond to your query, however you may provide us with other information such as your phone number as part of your message. This is used to generate an email to our Webmaster and no personal details are retained on our website, only within the email as if you sent us an email directly.

We use Google reCAPTCHA that helps protect websites from spam. You can click on the link to Google's Privacy terms. We do not currently provide any external links to any other websites. Articles on this site may include embedded content (e.g. videos, images, text etc.). Embedded content from other websites behaves in the exact same way as if the visitor has visited the other website. This website does not contain sponsored links or adverts.

This website and its owners use any information submitted to provide you with further information about our Trust and the services and information we offer, or to assist you by answering any queries.

The Trust do not currently have any active social media platforms.

USE OF COOKIES

Here we explain how cookies are used on our website and your consent to cookies being stored on your computer (laptop/mobile/tablet).

What are cookies?

A cookie is a small text file, downloaded to your computer when you access a website. Typically, they contain: a site name and unique user ID, the duration of the cookie's abilities and effects, and a random number. When you visit a website that uses cookies for the first time, a cookie is downloaded onto your computer. The next time you visit that website, your computer checks to see if it has a cookie that is relevant and sends the information contained in that cookie back to the website. The website then notes that you have been there before.

We do not use cookies in relation to any third-party advertising.

Our use of cookies

We use cookies only to understand your usage of our website and monitor traffic; Users are advised that if they wish to deny the use and saving of cookies from this website on to their computers hard-drive, they should take necessary steps within their web browsers security settings to block all cookies from this website.

The cookies we use, cannot be used to reveal your identity or personally identifying information. They collect generic data for statistical use and no individual person's data is recorded or stored.

Our Site is hosted by DreamHost who use Google analytics/cookies for our site. They monitor traffic to our website on our behalf, but retain no data other than the visitor's country. We receive a report of pages visited.

GENERAL PRIVACY NOTICE

“Personal data” is any information about a living individual which allows them to be identified from that data (for example a name, photograph, video, email address, or address). The processing of personal data is governed by legislation which applies in the United Kingdom including the General Data Protection Regulations (the “GDPR”), Data Protection Act 2018, & the Data (Use and Access) Act 2025. Any personal information that you provide is kept private and stored securely until a time it is no longer required.

Who are we? This Privacy Notice is provided to you by **Tutbury Museum Trust** which is the **data controller** for your data.

Other data controllers which the Trust may work with: Current, former and prospective providers of services, goods or events to us. We may need to share minimal personal data we hold with them, so that they can carry out their responsibilities to the Trust and its users. The Club will only share the information necessary for a legitimate purpose.

What personal data do we process? (Please note it is unlikely that we will hold all of these on any individual.)

- *Names, titles, telephone numbers, addresses, and email addresses. *By volunteering with the Trust, individuals usually consent us retaining contact details and sharing them as necessary with other volunteers and trustees but may specifically opt out or place caveats on the data we retain. Beyond contact details we will seek specific consent to share other information.*
- * You may rarely give us information such as gender, age, date of birth, marital status, nationality, education/work history, academic/professional qualifications, employment details, or hobbies which we will only use for the specific purpose you provided it for. We would not keep such information.
- *Financial identifiers such as bank account number, only when you provide it so that we can make a payment to you.
- * Photographs or videos of you at Trust events or provided for inclusion in a Trust Newsletter or on the Website.

We will not process any data relating to a child (under 13) without the express parental/ guardian consent. If online services are developed in future, they will be designed to protect and support children.

N.B. The personal data you provide may occasionally include **sensitive or other special categories of personal data** such as ethnicity, health, details of injuries, medication/treatment received, but **only** if you provide this to us so that we can help you at meetings or events and give special attention to your safety and well-being, or in the case of an emergency.

We use your personal data for some or all, of the following purposes: -

- *To deliver our services, provide information you request, and to inform you of other relevant activities;
- *To confirm your identity to provide some services;
- *To contact you by post, email, telephone.
- *To enable us to meet all legal and statutory obligations;
- *To promote the legitimate interests of the Trust;
- *To maintain our own accounts and records;
- *To seek your views, opinions, or comments;
- *To send you communications which you have requested and that may be of interest to you.
- *To process relevant financial transactions including payments for goods and services supplied to us;
- *To allow the statistical analysis of data so we can plan the provision of services.
- *To protect your interests (or someone else’s interests).

What is the legal basis for processing your personal data?

As a charitable trust, established to provide the services of a museum and to educate on the history of Tutbury, we will only use your personal data when the law allows. As such we have certain duties to our trustees/volunteers and third parties as well as legal obligations. Sometimes when exercising these duties, it is necessary to process personal data (including on potential and past volunteers/trustees), or third parties with which we come into contact. We will always take your interests and rights into account. We may process personal data if it is necessary for the performance of a contract with our suppliers, or to take steps to enter in to a contract.

Sometimes the use of your personal data requires your specific consent, which we will seek to obtain.

How long do we keep your personal data?

We will not keep personal data for any longer than we need to.

If you no longer have interaction with the Trust, we will delete all paper and electronic personal data that we hold on you. The only exception will be if you ask us to keep your contact details for any specific reason. If you decide to interact with us again in the future, we will start again with the new information you provide.

We may keep some other records for an extended period of time. (For example, it is currently best practice to keep financial records for a minimum period of 6 years). Also, rarely, we have legal obligations to retain some data in connection with our statutory obligations.

We are likely to retain information for third parties who provide services, goods or events to us, so that we can use them again in future, unless they specifically ask us not to.

Your responsibilities

It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during the period of your relationship with us.

Your rights in connection with personal data

*The right to access personal data we hold on you. The Trust will ensure that personal data is easily accessible, in order to ensure a timely response to Subject Access Requests (SARs) and that personal data on specific data subjects can be easily filtered. The Trust will make reasonable and proportionate searches when responding to requests. They may pause the response time if they need more information from the requester.

*The right to correct and update the personal data we hold on you.

*The right to have your personal data erased.

*The right to object to processing of your personal data or to restrict it to certain purposes only.

*The right to data portability.

*The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained.

*The right to lodge a complaint directly to us or with the Information Commissioner's Office. The Trust will accept complaints in writing or electronically and inform the complainant about the outcome.

We do not transfer personal data abroad.

Contact Details

The Trust has ultimate responsibility for ensuring compliance with the Data Protection legislation.

It has nominated the following Trustee as the contact for data protection purposes:

Pete Cooper

E mail: pete48gan@btinternet.com

Phone: 07793 292279

Correspondence: The Chairman, Tutbury Museum Trust, Charity House, Duke Street, Tutbury, DE13 9NE.