

Warrington Museum of Freemasonry (“the museum”)

Registered Charity No 1165077

Privacy Notice

This Privacy Notice regulates how the Warrington Museum of Freemasonry processes and stores personal data. It applies to all members of the museum, trustees, officers and volunteers. Its purpose is to ensure that the museum complies with the law and the recently introduced General Data Protection Regulations (“GDPR”).

1 Purpose

The museum processes, retains and shares personal data of individuals and members of its Friends group for the following purposes:

- To administer our records
- To fund raise and promote the interests of the museum
- To manage our volunteers
- To maintain or accounts and records, particularly with reference to the Friends group who make an annual donation to the museum
- To enable Gift Aid refunds to be claimed from HMRC
- To inform of news and events related to the museum through its Newsletter
- To promote the museums activities

2 Who we are

The Warrington Museum of Freemasonry is an Independent Charitable Incorporated Organisation, run by its board of trustees. The board of trustees is the data controller and decides how your personal data is processed and for what purpose.

3 Personal data

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone, or in conjunction with any other information in the data controller’s possession, or likely to come into such possession. For example - name, address, D.O.B. processed together could, in most cases, identify someone. The General Data Protection Regulation (GDPR) governs the processing of personal data.

4 Processing of personal data

The museum complies with its obligations under “GDPR” by keeping your personal data up-to-date; by storing and destroying it securely, by not collecting or retaining excessive amounts of data and by protecting personal data from loss misuse, unauthorised access and disclosure.

5 Legal basis for processing personal data

The museum processes personal data to help promote and support its development. This is done by consent.

It also has a legal statutory requirement to provide some detail to HMRC to reclaim Gift Aid from donations made by Friends of the museum and others. The museum additionally uses email addresses to distribute its Newsletter.

6 Data Rights

An individual may request that the Data Protection Officer:

- a) provides them with a copy of all personal data the museum holds on file about them. The Data protection Officer will provide a copy of all information required to be disclosed by law.
- b) Rectifies any incorrect personal data held by the museum about them.
- c) Stop the museum from some or all of its processing of their individual data.
- d) An individual also has the right to contact the Information Commissioner

7 Retention of data

The museum retains personal data in a documented form and electronic form, which has limited access by the trustees. Personal data would be deleted on request, when consent is withdrawn. You can change or withdraw your consent at any time by contacting the **Secretary of the Warrington Museum of Freemasonry** at: secretarywmf@gmail.com or by writing to the same person as above at The Warrington Museum of Freemasonry, Winmarleigh House, Warrington WA1 1NB

8 Further processing

If the museum wishes to use your personal data for a new purpose, not covered by this “Privacy Notice”, then you will be provided with a new notice, explaining the new use prior to commencing the processing, including setting out the relevant purposes and processing conditions.

Where and whenever necessary, we will seek your prior consent to the new processing.

Contact Details

To exercise all relevant rights, queries of complaints please, in the first instance, contact the Secretary, Warrington Museum of Freemasonry, Winmarleigh House Warrington WA1 1NB – or by email at: secretarywmf@gmail.com

You can contact the Information Commissioner’s Office on 0303 123 1113 or via email at: <https://ico.org.uk/global/contact-us/email> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF

Agreed by Board of Trustees

27 June 2018