

# TORQUAY MUSEUM

Torquay Museum, 529 Babbacombe Road, Torquay, Devon TQ1 1HG  
Tel: 01803 293975 Email: enquiries@torquaymuseum.org  
www.torquaymuseum.org

## Torquay Museum

### Privacy Policy

#### **About this Privacy Policy.**

This privacy policy sets out how Torquay Museum uses and protects any information that you share with us. Torquay Museum is committed to ensuring that your privacy is protected. You can be assured that your information will be used in accordance with this privacy policy. Torquay Museum may change this policy by updating this document. You should check this page from time to time to ensure you are happy with any changes. This policy is effective from 25th May 2018.

#### **Registering to our mailing lists.**

To ensure that Torquay Museum remains compliant with current law under the Data Protection Act 1998 and the proposed changes to the law under General Data Protection Regulation 2018, staff or volunteers from a registered organisation using personal contact details must register as individuals if they agree to be contacted by Torquay Museum. By registering, the individual agrees that they are acting as a representative of their organisation whether in a paid or voluntary capacity.

#### **What personal information do we collect and retain when you register for our mailing lists?**

When subscribing to our mailing list we hold:

- Your name
- Your email address

#### **What do we do with the information we gather?**

Your name and e-mail address is used to provide you with updates about Museum news, events and activities.

#### **How long do we retain this information for?**

We will only retain your personal data while you are signed up to our newsletter.

#### **How is your information protected?**

All records are kept internally, on a password protected database.

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place procedures to safeguard and secure the information we collect.

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## **Controlling your personal information:**

- You may choose to subscribe or unsubscribe to our mailing list at any time. With MailChimp, this can be done yourself, or contact the Newsletter coordinator at [enquiries@torquaymuseum.org](mailto:enquiries@torquaymuseum.org)
- You may request details of personal information which Data Protection Act 1998. If you would like a copy of the information held on you, please write to the Newsletter coordinator at [enquiries@torquaymuseum.org](mailto:enquiries@torquaymuseum.org)
- If you believe that any information we are holding on you is incorrect or incomplete, please email the Newsletter coordinator at [enquiries@torquaymuseum.org](mailto:enquiries@torquaymuseum.org)  
We will amend any information found to be incorrect.

*We will not share your personal information with third parties unless we are required by law to do so.*

## **How to get in touch:**

Postal Address: See address at top of page.

Or by e-mail:

To Newsletter coordinator at [enquiries@torquaymuseum.org](mailto:enquiries@torquaymuseum.org)