



Privacy and Security Policy

The Newtown Textile Museum is a separately managed voluntary-run committee within the charity – The Montgomeryshire Community Regeneration Association (MCRA). The MCRA is located at PlasDolerw, Milford Road, Newtown, Powys SY16 2EH. The charity number is 524426.

While the committee is under the umbrella of the MCRA, all matters relating to the day-to-day activities of the Museum are handled separately, including all personal data referred to within this policy.

Please read the policy so that you understand what information we hold, how we may use it, and what your rights are in relation to controlling that information.

Our activities are solely related to the Newtown Textile Museum. As part of our work to promote the Museum, we collect your information to assist us in that role.

There are three main stands to our work and promotion of the Museum:

- Sending out newsletters, either electronically or by post to those who have indicated they wish to support us.
- Recruiting and keeping in touch with the group of volunteers, without whom the Museum could not operate.
- Running a Friends Group, where people who support us financially are encouraged to participate more fully in the work of the Museum. This includes any membership information including Gift Aid.
- Managing donations where Gift Aid can be claimed.

In addition to the above, we maintain a web page, a Facebook page where people interact with the Museum activities, and we record limited information on visitor numbers for statistical purposes.

We arrange the circulation of our newsletters at present through a web organisation – Mailchimp, who comply with the new EU Regulations.

What is personal data, and what do we hold?

Personal data is information that can be used to help identify an individual, such as name, address, phone number and email address. We do NOT hold any other personal information, nor will we seek to do so.

We only collect the information we need to fulfil our goal of running a small successful museum. We store your personal data in a password protected computer application.

We will record your options for whether or not you wish to receive communications from us by email, post or phone.

Our policy is that your record will be permanently deleted if you let us know you no longer wish to continue to hear from us, unless the law requires otherwise.

With this policy we commit to:

- Use your data only with your specific consent for the purpose for which you have indicated. This includes the transfer and storage of your data on a password protected account for the distribution of newsletters through our current web-based distribution site.
- Do our very best to keep your data secure wherever it is stored, online, or in paper format.
- Never sell your data.
- Never share it with another company or charity for marketing purposes, or for any reason unless we are required by law to do so.
- Handling Gift Aid or any financial information appropriately. If you have indicated that we may claim Gift Aid on your behalf, we are required to keep this record for seven years, even if you no longer wish to donate to us.

We will review and update our privacy policy on a regular basis and may make changes from time to time.

If you wish to make a Subject Access Request, we have supplied a link on our website and we will respond to you within three working days.