



Privacy Policy

At The Fusilier Museum, we are committed to protecting your privacy and meeting the latest requirements in terms of data protection legislation. This privacy policy looks at the following:

What personal data we collect about you?

Who we share your personal data with?

Why we might contact you?

How we keep your data safe and secure?

Personal data

We will need to collect personal data in order to provide you with a service or to engage with you. We will ask for your consent to collect your personal information for the following areas of the business:

- To claim Gift Aid
- To send you museum newsletters and information about events
- To process any online shop orders
- To include/ accession items into our collection
- To undertake research on your behalf
- To include you in any photography or filming taking place at The Fusilier Museum

We will collect your personal information to provide you with the following services:

- Online booking and enquiries
- Collections enquiries and research
- Venue and event bookings
- Online shop sales

Personal data we may collect includes:

- Name and title
- Postal and email address
- Relevant phone numbers
- Gift Aid Status

Donations to the museum

When you make a donation to the museum, whether that be a monetary gift or an item to go in the museum's collection we will collect information about you. This is so we can confirm the origins of the item and provide an audit of ownership. This will not be made publically available and we will

seek consent from the donor should any opportunity arise. We also collect information about you relating to any money, donations or financial support you give to the museum. This may be shared with HMRC or the bank if necessary.

Who we share your personal information with?

We will not sell or share your personal information with any third parties or external organisations other than trusted data processors and service providers who we ask to carry out tasks on our behalf. These include mailing houses, email distribution services and data cleaning organisation. Any data collected is purely for our purposes and should the situation arise that we are required to share your data in any other way not covered in this policy we will contact you for consent.

How we use the information about you?

We collect information about you so we can engage with you and provide you with the service you have requested. Depending on what you have outlined at the point of engagement, the data we hold on you may be used by us for the following activities:

Marketing and Communication

If you provide us with consent we will send you information about activities and services that we provide by telephone or email. These may include:

- Products, services or events related to the museum
- News and updates about the museum
- Fundraising projects including requests to consider providing financial support to the museum
- Responses to general enquiries, complaints or other issues.

If you have provided consent and then later wish to change your mind you can do so at any time by emailing enquiries@fusiliermuseum.com

Keeping Information Secure

It's our responsibility to keep your information secure at all times and protected from unauthorised access, improper use, disclosure or unauthorised modification. Appropriate security measures and rules to protect personal data have been introduced and all of our staff and data processors are obliged to follow procedures and protect the confidentiality of visitors, supporters and clients.

Access to your information

You have a right to request a copy of the information that we hold about you at any time. If you would like a copy of what data we have please email us at enquiries@fusiliermuseum.com or write to us at the following address:

General Manager
The Fusilier Museum
Moss Street
Bury
BL9 0DF

Your information will be kept by us for as long as you continue to engage with our services and events.

Filming/ Photography undertaken by the museum

There will be occasions when filming and photography will take place in the museum. Visitors will be notified of this through social media platforms, in-house posters and verbal communication at the point of entry. Visitors will be asked to sign a consent form if they are to feature in any film/ photography. These forms will be kept in a safe and secure environment.

Other websites

www.fusiliermuseum.com contains links to other websites. This privacy policy only applies to this website. If you follow links to other sites you should read their own privacy policies.

Changes to our privacy policy

This privacy policy was developed in May 2018 in accordance with the General Data Protection Regulations. We aim to regularly review this policy and make the necessary updates on our webpage.