

Museum, Arts and Local Studies Service Privacy Notice

Who we are:

Museum, Arts and Local Studies Service
Library and Resident Services
Communities Directorate

The lawful basis for processing the information:

- Local Government Finance Act 1992
- Libraries and Museum Act 1969
- Copyright Designs and Patent Act 1988
- The Freedom of Information Act 2000

How we collect information:

- Information is collected from the data subject, parent, guardian or researcher.
- Grants requests are made by charities/businesses/individuals

What type of information is collected:

- People making cash or artefact donations may leave their name and address, phone number and the history of an item.
- Online contact via the website or email seeking local studies information.
- Grant requests will ask for financial information and details of what it is for.

How we use the information provided:

To answer enquiries received, deliver events and to decide on grant allocation.

Who has access to the information:

Museum Arts and Local Studies Team and any grant panel member.

Who we may share your information with:

DBS/CRM staff data is shared with schools if requested

How long we store your information:

- Grant applications are retained for 7 years for financial records

- In particular Art Bursary award winner's information is kept to annually review how the grant has impacted their lives
- Online requests are dealt with through email
- Loan information is kept for the duration of the loan.

Does your service utilise automated decision making? – No