

Privacy Notice for Museum, Arts and Local Studies Service

Who we are:

Museum, Arts and Local Studies
Royal Borough of Windsor and Maidenhead
Windsor and Royal Borough Museum
Guildhall
Windsor
SL4 1PB

Lawful basis for processing the information:

Local Government Act 1972 and Local government Act 1988 in terms of reporting health outcomes.

General Data Protection Regulation, Article 6(1)(e) – processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

Consent – where we rely on consent it will be freely given, fully informed and can be withdrawn as easily as it was given.

How we collect information about you:

Arts and Heritage Providers- Personal data may be collected by adding your details to the website to promote your activity, or your contact details are collected from relevant public websites where you have indicated a preferred method of contact for you regarding opportunities to support your events.

General Public- Information is collected as required by those taking part in events where there is information needed for contact purposes, to assess readiness for the event. This may include medical information as applicable for an activity or a request has been made for more information on relevant services.

Where there are previous initiatives. i.e. annual schemes like the arts bursaries, we will send information to previous applicants who may be interested in applying again.

Externally funded event - If the general public access an event as part of an externally funded project i.e. using National Lottery Heritage Funding, you may be asked to supply contact details, information needed to check readiness for an activity or information needed for requirements of the fund. There may be a request to pass this information on to an external third-party organisation by your consent. Where

this happens there will always be the facility to withdraw your consent as easily as it was provided.

Information that is collected:

Name, address, contact details, preferred method of contact, public contact details, medical history, emergency contact details, doctors' details, accident/incident details/ evaluation/ website/ travel documents/DBS number/references/invoice details/ bank details/images and videos consent/ Permission for Under 18's to take part in activity/ projects or equivalent.

How we use the information provided:

To promote relevant opportunities. To respond to requests for information. To assess readiness for activity. To check safeguarding requirements are in place. To support activity providers to promote their activity to the public if agreed by you. To distribute funding i.e. art bursaries. To help evaluate programmes i.e. number of recipients/ what they think about an activity. To publish to a newsletter or equivalent distribution on request/ using images/videos with permission for the website, social media and press and permission to be named

Who has access to the information about you:

Museum, Arts and Local Studies Team/other relevant services (e.g. if there is a safeguarding issue) and Emergency Services in an emergency.

Who we may share your information with:

Where projects are externally funded there may be a request for information to be passed on regarding participants. This will only be done with your consent and there will always be an option to withdraw your consent at any time.

Where an external event provider continues an activity started by the Royal Borough, participants will be given the opportunity to opt out of the information being transferred across to the new provider

How long we store your information:

Where arts and heritage provider contact details provided to us for publication are personal data, they will be published until we are informed they are no longer valid.

Where the contact details of the event representative are personal data they will be kept for promotion of relevant opportunities until a request is made to remove/amend the details.

For all other information, this will be stored for the duration of a project. i.e. medical details for an activity until the activity no longer runs under the Royal Borough or until a request is made to take this off or amend it.

Financial information i.e. Art bursaries to be kept within financial systems only and stored for 6 years plus the current financial year.

Does your service utilise automated decision making? – No