

## **DATA PROTECTION PRIVACY NOTICE**

*This privacy notice explains how we use any personal information we collect about you.*

### **WHAT INFORMATION DO WE COLLECT ABOUT YOU?**

We collect information about you when you become a Friend of the Museum or volunteer to work with us. As a Friend of the Museum, this information will be your contact details, eg address, telephone, email and details of your payments as a Friend and method of payment and whether you are able to Gift Aid your donations.

We may also collect information when you voluntarily complete surveys or provide feedback to us.

### **WHY DO WE NEED TO COLLECT AND USE YOUR PERSONAL DATA?**

The primary legal basis that we intend to use for the processing of your data is for the performance of our ongoing contact with you via newsletters and other mailings. Where special category data is ever required we'll obtain your explicit consent in order to collect and process this information.

### **HOW WILL WE USE THE INFORMATION ABOUT YOU?**

We collect information about you in order to provide you with the services as a Friend of the Museum for which you have decided to engage with us.

### **WHO MIGHT WE SHARE YOUR INFORMATION WITH?**

***If you agree***, we may email you about activities and events at the museum that we think may be of interest to you.

We won't share your information for marketing purposes with other companies.

### **HOW LONG DO WE KEEP HOLD OF YOUR INFORMATION?**

During the course of our relationship with you we'll retain personal data which is necessary to remain in contact with you. We'll take all reasonable steps to keep your personal data up to date throughout our relationship.

## HOW CAN I ACCESS THE INFORMATION YOU HOLD ABOUT ME?

You have the right to request a copy of the information that we hold about you. If you'd like a copy of some or all of your personal information, please email or write to us using the contact details noted below.

We have an obligation to ensure that your personal information is accurate and up to date. Please ask us to correct or remove any information that you think is incorrect.

## MARKETING

We'd like to send you information about activities at the museum which may be of interest to you. By becoming a Friend of the Museum you have agreed to receive this information from us and you can cancel your membership at any time and also you may opt out of receiving newsletters from us at a later date.

You have a right at any time to stop us from contacting you. If you no longer wish to remain a Friend or a volunteer, please contact us by email or post - [email: curator@radarmuseum.co.uk](mailto:curator@radarmuseum.co.uk) or post RAF Air Defence Museum, Birds Lane, Horning, Norfolk, NR12 8YB

## COOKIES

We do not track any data on the website.

## WHAT CAN YOU DO IF YOU ARE UNHAPPY WITH HOW YOUR PERSONAL

### DATA IS PROCESSED?

You also have a right to lodge a complaint with the supervisory authority for data protection. In the UK this is:

Information Commissioner's Office  
Wycliffe House

Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

0303 123 1113 (local rate)

### CHANGES TO OUR PRIVACY POLICY

We keep our privacy policy under regular review and we'll place any updates on this webpage. This privacy policy was last updated on 2 June 2018.

### HOW TO CONTACT US

Please contact us if you have any questions about our privacy policy or information we hold about you: by [email: curator@radarmuseum.co.uk](mailto:curator@radarmuseum.co.uk)

Or write to us at:

RAF Air Defence Museum,  
Birds Lane,  
Horning,  
Norfolk,  
NR12 8YB