

NATIONAL JUSTICE MUSEUM

PRIVACY STATEMENT

ABOUT US

We're an independent Museum run by a charitable trust (Registered Charity Number 1030554) based in Nottingham, and also operating in London and the North West.

OUR COMMITMENT TO YOU

This privacy statement sets out our commitment to respecting and protecting the confidentiality and security of your personal information. It identifies the standards we have set to collect, use and store any data we hold responsibly, and in compliance with data protection legislation.

Please note. This statement is a shortened version of our full privacy policy. [Read our full policy](#). The policy may change so please do check it from time to time to make sure you remain happy with our approach and processes.

WHAT YOU CAN EXPECT FROM US

On your behalf we are committed to:

- using personal data fairly and transparently
- ensuring personal data is stored and used in a secure environment
- giving you greater choice and control over how your personal data is collected and used.

If we hold any data we will ensure that it is:

- handled by us fairly and lawfully
- used only for specified and lawful purposes
- accurate, and kept no longer than necessary
- only transferred to third parties with your specific consent unless required by law
- properly protected and used only in accordance with your consent.

HOW WE COLLECT INFORMATION

We collect information from you when you use our website, for example, when you book a place on one of our tours, and when you book at reception or with our hospitality and

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events team, make a Gift Aid donation, or consent to receive newsletters and updates on events at the Museum and at City of Caves visitor attractions in Nottingham.

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THE PERSONAL INFORMATION WE COLLECT

The type and nature of the information we hold may include your:

- name
- address
- IP address
- mobile device identifier
- e-mail address
- telephone and/or mobile numbers
- correspondence
- financial details related to visitor debit and credit transactions, and Gift Aid donations.

USE OF 'COOKIES'

Our website uses Google Analytics tracking cookies which are small pieces of information sent to your computer and stored on your hard drive to allow the website to recognise you when you visit. They do not identify you as an individual. They collect statistical data about your browsing actions and patterns, and your general location. You can switch off cookies by setting your browser preferences.

THIRD PARTY HANDLING OF DATA

When you make a donation, purchase a ticket or make a booking using a debit or credit card, the data is collected by our third party payment processor, who specialises in secure online capture and processing of credit/debit card transactions, and who operates in compliance with data protection regulations.

Your personal details are also shared with a third party audience research provider if you have given your consent to take part in audience research. We have received assurances from this supplier that your personal data is held in compliance with data protection regulations and no data is stored after the research is complete.

HOW WE COLLECT PERSONAL DATA

We only collect personal data that we have been given specific consent to use. We only store data as long as is necessary, and we regularly review our data collection and storage processes to ensure they remain compliant with the law and any consents you have given. In some cases, we may need to store your data without consent for legal reasons, for example financial data we are required to share with HMRC for Gift Aid purposes.

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This policy applies to information we collect in the following ways:

- visitors booking at our Nottingham Museum and Caves sites
- visitors booking our Museum and Caves online
- applications for jobs and volunteer work
- applications for student work experience
- any complaints we receive
- people making enquiries or asking for general help
- job applications
- donations.

HOW WE USE PERSONAL INFORMATION

Dependent on your consent we will use your information to:

- pay for bookings and tickets
- process Gift Aid donations
- send you communications you have requested that may be of interest to you such as e-newsletters, event invitations, special offers, and special promotions
- process volunteer applications, job applications, student work experience placements
- process and retain employment and volunteer records.

We review any personal data we hold on a regular basis to ensure that it is being held according to your wishes, and that it is held no longer than necessary, although legally we have to hold certain types of information for a set period, for example, the payment detail involved in the collection of Gift Aid donations.

ACCESS TO YOUR PERSONAL DATA

We will not sell your information to third parties in part or whole, nor will we share your information with third parties for their own marketing purposes.

We will only send your personal data to an audience research provider if you have given your specific consent.

GIVING YOU CHOICE AND CONTROL

You can choose whether or not you want to receive marketing communications from us, and you can control what sort of information you receive. We are committed to giving you detailed and clear options for receipt of these services, and we will only send communications after you have given your specific consent.

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ACCESSING YOUR PERSONAL DATA

If you want to check what personal data we hold about you, please email us at communication@nationaljusticemuseum.org.uk, or write to The Communications Department, National Justice Museum, Shire Hall, High Pavement, Nottingham, NG1 1HN.

PERSONAL DATA SECURITY

Every member of our staff has a specific responsibility for ensuring personal data that has been provided to us is used according to strict protocols. Any sensitive information like bank account and credit/debit card details is encrypted and protected.

UNDER 18 YEARS OF AGE

We will never ask for the personal information of anyone aged 18 and under. We require parental/guardian consent for such information to be given.

DATA TRANSFER OUTSIDE THE EU

The information which you provide to us may be transferred to countries outside the EU. For example, the e-marketing software servers we use are based outside the EU domain. We have sought assurances from the suppliers of these services that all necessary security measures are in place for the transfer of information on their systems, and that no data is stored on them long-term.

Statement date: 24 May 2018