

## **Privacy policy: How we use your personal information**

### **Introduction**

This policy applies if you are connected with and/or communicate with the Friends of Bristol Museums, Galleries & Archives (FoBMGA) in any way.

FoBMGA (Registered Charity number 276777) collects and uses your personal information and as such is a Data Controller under the Data Protection Act 2018. The personal data we hold allows us to communicate with our supporters and to administer the Friends: for example – to send newsletters and emails, to collect subscriptions and claim Gift Aid, and to keep in touch regarding any events you have expressed an interest in. We telephone supporters infrequently and only when they would reasonably expect us to do so, eg: to communicate important updates about an event they have signed up for.

We do not hold data for any other purpose, nor do we hold data that is not necessary for us to fulfil our obligations.

### **Personal information that we collect, basis of processing and storage**

The type of personal information we may collect and use include but are not limited to your name, address, phone and e-mail address, Gift Aid Declarations, survey responses and details of interests and skills.

This information is collected when you join the society, contact the society to update your details, respond to surveys, opt-in to Gift Aid, purchase tickets for our events, request to receive specific communications or when you provide it to us for any other purpose where you would reasonably expect us to retain the data.

We use your data in ways which we believe you would reasonably expect on joining the Friends, purchasing tickets or requesting to receive specific communications. The legal basis for holding and processing this information is 'legitimate interest' or 'consent' under the Data Protection Act 2018.

Personal data is held on password protected computers which are regularly backed up. Gift Aid forms, containing names and addresses, are retained in paper form in line with HMRC requirements.

### **Sharing and retention of personal information**

We will not share your personal data with any other person or organisations unless – in very exceptional circumstances – we are legally required to do so.

We will not keep your personal data for longer than necessary for the effective running of the Friends or as required to fulfil our statutory obligations.

### **Amending, accessing and deleting personal information**

You may access or request deletion of your personal information by contacting our membership secretary by email or by post, or by using the Contact Us facility on our website.