

East Lothian Council Museums Service: Collections Privacy Statement

Section 1: Our contact details

Your personal information is being collected by:
East Lothian Council Museums Service
Library and Museums Headquarters
Dunbar Road
Haddington
EH41 3PJ
elms@eastlothian.gov.uk

Data Controller:
East Lothian Council
John Muir House
Haddington
EH41 3HA

Data Protection Officer:
East Lothian Council
John Muir House
Haddington
EH41 3HA
Telephone: 01620 827827
Email: dpo@eastlothian.gov.uk

Section 2: Why we need your personal information

- To record the details of gifts, purchases and loans to, and disposals from, our collections
- To record and manage details of makers/creators of items in our collections
- To enable us to lend items to other institutions or researchers
- To ensure that we comply with copyright legislation when providing copies of items in our collections

East Lothian Council is legally required to protect the public funds it administers. For this reason, your information may also be used to prevent and detect fraud, and we may share your information with other organisations responsible for auditing and administering public funds. For more information, please visit:

http://www.eastlothian.gov.uk/info/704/data_protection_and_freedom_of_information/433/how_we_use_the_information_you_provide

Section 3: Legal Information

In order for us to collect and use your information, we have to have a 'legal basis' for doing so. The legal basis for processing your personal information is:

To record the details of gifts, purchases and loans to, and disposals from, our collections	We are processing your information as part of our public task as a local authority We have a legal obligation to process your information to establish clear title to items in the Museum Collection
To record and manage details of makers/creators of items in our collections	We are processing your information as part of our public task as a local authority
To enable us to lend items to other institutions or researchers	We are processing your information as part of our public task as a local authority
To ensure that we comply with copyright legislation when providing copies of items in our collections	We are processing your information as part of our public task as a local authority We have a legal obligation to process your information under copyright legislation.

The kinds of personal information we are collecting include:

- Name
- Address
- Information about other people such as the depositor, previous owners, users or makers of an object or group of objects.
- E-mail address
- Telephone number

When we collect information about the object(s) we also collect information about users or owners of the object(s). Some of this information may be known as 'special category' personal information. We need an additional 'legal basis' in order to process these kinds of information.

The legal basis for processing your special category information is:

We need to process your information to archive it in the public interest, for scientific/historical research or for statistical reasons.

More information about what constitutes special category information can be found here: <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/lawful-basis-for-processing/special-category-data/>

We will not routinely request special category information however, this information might be provided at the point the object(s) is collected or lent. In these circumstances we would not publicly display or publish this information without your consent. Consent will be sought at the time of donation/loan.

Section 4: Sharing and transfer

Your information will only be shared with the following organisations:

- MODES – our Museum Database system provider for the sole purpose of system maintenance but will not be publicly available.
- ELC Archives and Local History. If we intend to do this we will make it clear at the point of donation.
- Your personal information will not be transferred outside of the UK

Section 5: How long will we keep your personal information?

We keep your personal data in line with our data retention policy, called a Retention Schedule. For a downloadable copy of the Council's Retention Schedule, please visit our website at www.eastlothian.gov.uk and search for 'Retention Schedule'.

Section 6: Your rights

1. You have the right to be informed about how your information will be used.
2. You have the right to access your personal information. Normally this is done by placing a 'Subject Access Request' with the Council. For more information on placing Subject Access Requests, please visit https://www.eastlothian.gov.uk/info/210598/access_to_information/12300/access_to_information/1
3. You have the right to ask us to correct inaccurate or incomplete information.
4. In certain circumstances, you have the right to have your personal information erased.
5. In certain circumstances, you have the right to ask us to limit the ways we use or share your information.
6. In certain circumstances, you have the right to ask us to move, copy or transfer your information to another organisation in an electronic format.
7. In certain circumstances, you have the right to object to the ways we process your information.
8. In circumstances where your data is processed automatically, without human intervention, you have the right to certain protections.

You can find more information about data protection and your rights on the Information Commissioner's Office (ICO) website at <http://www.ico.gov.uk>.

Section 7: Complaints

We take your privacy seriously, and would like to know about your concerns so that we can address them as soon as possible. If you wish to make a complaint, we recommend that you contact the Council's Data Protection Officer using the contact details at the start of this Privacy Notice.

If we are unable to resolve the issue to your satisfaction, you have the right to complain to the Information Commissioner's Office (ICO). You can find further information about raising a concern with the ICO on their website: <https://ico.org.uk/concerns/>.

You can contact the ICO by post at:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire SK9 5AF

Telephone: 0303 123 1113 / 01625 545 745

Section 9: Information about other people

If you have provided anyone else's personal details on this form, please make sure that you have told them that you have given their information to East Lothian Council. We will only use this information to:

- archive it in the public interest, for scientific/historical research or for statistical reasons.