



THE MAELDUNE TRUST

PRIVACY POLICY

1. Who we are

Thank you for taking the time to read our Personal Data Protection Privacy and Security Policy. We know that your personal data is precious to you. We want to ensure that we treat the personal data we hold with the same care and respect with which we treat ours and in accordance with GDPR Regulations.

The Maeldune Trust – **Charity no: 802226**

The Maeldune Trust exists to advance the education of the public in the history and heritage of the Town of Maldon, Essex.

The Maeldune Heritage Centre is run by the Maeldune Trust in partnership with Maldon Town Council.

Address: St Peter's Tower, Market Hill, Maldon, Essex CM9 4PZ

The Maeldune Trust ("we") promise to respect any personal data you share with us, or that we get from other organisations and keep it safe. We aim to be clear when we collect your data and not do anything you wouldn't reasonably expect.

2. Where we collect information about you

We will only ever collect the information we need including data that will be helpful to improve our services. We collect information in the following ways:

When you give it to us DIRECTLY:

You may give us your information to register as a supporter, a volunteer, employee, attend an event, donate, purchase our products, receive news, visit a site or communicate with us.

When using SOCIAL MEDIA:

- Social media: depending on your settings or the privacy policies for social media and messaging services like Facebook or Twitter, you might give us permission to access information from those accounts or services.

When information is available PUBLICLY:

- Information available publicly: This may include information that has been published in articles/newspapers.

When we collect it as you use our WEBSITES or APPS:

Like most websites, we use “cookies” to help us make our site, and the way we use it, better. Cookies mean that a website will remember you. They are small text files that sites transfer to your computer (or other device) which make interacting with a website faster and easier.

3. What personal data we collect and how we use it:

For staff, volunteers, artists and craftspeople, suppliers, visitors comments we obtain and hold where applicable:

Name and address

Email

Telephone no.

Website

Links on our website: We are not responsible for the way other organisations collect personal data and it is recommended you check the privacy policy of the individual organisations.

4. Keeping your information up to date:

If you contact details change you can let us know by emailing:

info@maelduneheritagecentre.co.uk

5. Your right to know what we know about you, make changes or ask to stop using your data:

You have a right to ask us to stop processing your personal data and if it is not necessary for the purpose you provided it to us for we will do so. Email:

info@maelduneheritagecentre.co.uk

6. We may change this Privacy Policy from time to time, If we make any significant changes in the way we treat your personal information we will make this clear on The Maeldune Heritage Centre website. This Privacy Policy will be reviewed annually or as required.

Further information:

If you wish to find our further information about current data protection regulations or make a formal complaint about the way you think we have handled your personal information, you can contact the Information Commissioner's Office : <https://ico.org.uk>

November, 2019