

International Council of Museums UK (ICOM UK)

Data Protection and Privacy Policy

Last update: May 2018

Preservation of your privacy is important to ICOM UK and we are committed to letting you know how we use your personal information and to make responsible use of your data.

This policy specifies how ICOM UK, as the entity responsible for processing, uses and protects your personal data. Data that you communicate to us when you visit our website, become a member, submit an application, or take part in any activity organised by ICOM UK.

This policy will be reviewed annually.

References to “we”, “us”, “our” in this Privacy Policy are references to ICOM UK, a company limited by guarantee registered in England and Wales, registered company number: 01683625; and a charity registered in England and Wales, registered charity number: 326410.

Definitions

ICOM UK	means International Council of Museums UK, a registered charity.
GDPR	means the General Data Protection Regulation.
Responsible Person(s)	means the ICOM UK Committee and/or the Executive Director
Register of Systems	means a register of all systems or contexts in which personal data is processed by ICOM UK.

1. Data protection principles

1.1 ICOM UK is committed to processing data in accordance with its responsibilities under the GDPR.

1.2 Article 5 of the GDPR requires that personal data shall be:

- a) processed lawfully, fairly and in a transparent manner in relation to individuals;
- b) collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes;
- c) adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;

- d) accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;
- e) kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals; and
- f) processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.”

2. Information about you

- 2.1 We will collect personal information from you or your organisation via the membership hub/form, when you send a membership request or application, when you view and interact with pages on our website, through the international committees to which you belong, when you submit an application for a travel bursary, grant or contract, or when you enquire about our activities.
- 2.2 The information we collect may include your first name, last name, title, date of birth, sex, home and work email addresses, home and work postal addresses, home and work telephone numbers, job title/position, membership number (if applicable), International Committee memberships, membership category. We may also ask for additional, non-personal information.
- 2.3 ICOM UK shall ensure that personal data are adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.

3. Lawful purposes

- 3.1 All data processed by ICOM UK must be done on one of the following lawful bases: consent, contract, legal obligation, vital interests, public task or legitimate interests ([see ICO guidance for more information](#)).
- 3.2 ICOM UK shall note the appropriate lawful basis in the Register of Systems.
- 3.3 To ensure its processing of data is lawful, fair and transparent, ICOM UK shall maintain a Register of Systems, which shall be review annually.
- 3.4 Where consent is relied upon as a lawful basis for processing data, evidence of opt-in consent shall be kept with the personal data.
- 3.5 Where communications are sent to individuals based on their consent, the option for the individual to revoke their consent should be clearly available and systems should be in place to ensure such revocation is reflected accurately in ICOM UK’s systems.

4. Our use of this information

- 4.1 Your personal information will only be used to process your requests, process and manage your membership, facilitate navigation of our website, inform you of the existence of or a change to our activities and services, process an application for a travel grant, bursary or contract, to enable ICOM UK to function in accordance with ICOM UK and [ICOM statutes](#), and to provide you with information relating to our services and all other relevant information which we think you may be interested in.

- 4.2 In order to process and manage your membership we will pass on your personal information to the International Council of Museums (ICOM) <http://icom.museum/> . You can read ICOM's Privacy Policy at <http://icom.museum/footer/icom-privacy-policy/>
- 4.3 We will not share your personal information with any third-parties, except for ICOM (see clause 2.2) without your prior authorisation, unless current regulations require such data to be communicated, including upon request from the legal authority in accordance with legislative provisions.
- 4.4 ICOM UK shall take reasonable steps to ensure personal data is accurate.
- 4.5 Where necessary for the lawful basis on which data is processed, steps shall be put in place to ensure that personal data is kept up to date.

5. Retention of Personal Data

- 5.1 Personal data collected by ICOM UK is kept for a limited period until the purpose for which it was collected has been fulfilled, and provided you do not exercise your rights as detailed below.
- 5.2 To ensure that personal data is kept for no longer than necessary, ICOM UK shall put in place an archiving policy for each area in which personal data is processed and review this process annually.
- 5.3 The archiving policy shall consider what data should/must be retained, for how long, and why.

6. Your Rights

- 6.1 Provided you can prove your identity, you have at all times the right to access and to rectify your personal data. You also have the right to contest, for a legitimate reason, the processing of these data and their communication to third parties.
- 6.2 Requests made to ICOM UK shall be dealt with in a timely manner.
- 6.3 ICOM UK can contest any requests that are clearly abusive, including but not exclusively in terms of their number, or their repetitive or systematic nature. These rights can be exercised by writing to uk.icom.museum@gmail.com Users are informed that telephone requests will not be accepted.

7. Security

- 7.1 We will take reasonable precautions to prevent the loss, misuse or alteration of information you give us.
- 7.2 Access to personal data shall be limited to personnel who need access and appropriate security should be in place to avoid unauthorised sharing of information.
- 7.3 When personal data is deleted this should be done safely such that the data is irrecoverable.
- 7.4 Appropriate back-up and disaster recovery solutions shall be in place.
- 7.5 Communications in connection with ICOM UK may be sent by e-mail. For ease of use and compatibility, communications (other than payments where applicable) will not be sent in an encrypted form unless you require it and provide the certification to enable us to communicate with you in that way. E-mail unless encrypted is not a fully secure means of communication. Whilst we endeavour to keep our systems and

communications protected against viruses and other harmful effects we cannot bear responsibility for all communications being virus-free.

- 7.6 You are responsible for protecting the security of your membership account, your user name and password. If you believe that a third party knows or has changed your password, or that a third party can access the email address linked to your membership account, you are requested to inform ICOM UK without delay by writing to uk.icom.museum@gmail.com

8. Breach

- 8.1 In the event of a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data, ICOM UK shall promptly assess the risk to people's rights and freedoms and if appropriate report this breach to the relevant supervisory authority.

9. Cookies

- 9.1 If cookies are used they will only be used to assist the purposes set out in this privacy policy, but cookies will not be used if we do not consider them to be necessary. Please read our [Cookie Use Policy](#) for more information.

10. Other information

- 10.1 If you would like us to correct or update any information, or if you would like information deleted from our records, then please email us at uk.icom.museum@gmail.com
- 10.2 This privacy policy may be updated from time to time, so please check it periodically.
- 10.3 The ICOM UK website may host links to third party sites. If so, ICOM UK recommends that you read these third-party sites' privacy policies carefully.
- 10.4 Links within our website to other websites are not covered by this privacy policy.

END OF POLICY