

## **Scottish Museums Federation Privacy Notice**

### **Who We Are**

The Scottish Museums Federation is a volunteer run membership organisation. Our aim is to share sector knowledge and encourage networking between museums, galleries, libraries and archives in Scotland.

### **What Data We Collect**

We collect personal data through our membership forms and events sign-ups.

Personal data we collect includes:

- Your name
- Your email address
- Your current organisation and job title (where applicable)
- What method you use to pay your membership fee (where applicable)
- What Scottish Museums Federation activities you are interested in
- What areas of museum/heritage work you are interested in

### **What We Do With Your Data**

We use your data in the following ways:

- To inform you of our events and conference programme
- To send you updates about sector news, including training, funding, and job opportunities
- To inform you when your membership is due to expire
- To send you surveys for research purposes
- Data screening to check that memberships are up to date and fees have been paid
- Data screening to target certain events to certain audiences
- Email tracking to allow us to monitor when emails from us are opened and how many links in the message are clicked

### **Cookies**

Our website uses cookies. This allows us to monitor what traffic the website receives and how visitors engage with our website. The data gathered through the use of cookies is anonymous.

### **Data Storage and Security**

The Scottish Museums Federation uses Microsoft OneDrive to store all of its data. This account is password protected, and passwords are not shared. Access to the OneDrive account is restricted to Committee members who require it in order to fulfil their roles. Passwords are updated when an individual leaves the Committee.

Personal data held on our membership database is held for no longer than 24 months from the date it was collected.

Member data is transferred to MailChimp, our bulk email distributor. This account is password protected, and passwords are not shared. Access to the MailChimp account is restricted to Committee members who require it in order to fulfil their roles. Passwords are updated when an individual leaves the Committee. Our mail list is updated every two months in order to ensure that it is up-to-date.

We use Eventbrite for our event sign-ups. This account is password protected, and passwords are not shared. Access to the Eventbrite account is restricted to Committee members who require it in order to fulfil their roles. Passwords are updated when an individual leaves the Committee. Personal data gathered for the purpose of the event-sign up is deleted within two months of the event having taken place.

We will not pass your data on to any third parties.

### **Access to Your Data**

You have the right to ask us what personal data we hold about you. This is known as a 'Subject Access Request'.

To submit a Subject Access Request, please contact us at [scottishmuseumsfederation@gmail.com](mailto:scottishmuseumsfederation@gmail.com)

Your request will be responded to within 40 days.

You also have the right to ask us to update or delete the information that we hold about you at any time. To do this, please contact us on [scottishmuseumsfederation@gmail.com](mailto:scottishmuseumsfederation@gmail.com)

### **Updates to Our Privacy Notice**

We regularly review our privacy notice and may make changes from time to time. Any changes made will be posted to our website and will apply from that point forward. This privacy notice was last changed on 24<sup>th</sup> May 2018.

### **How to Contact Us**

If you need to contact us regarding our privacy notice or about any data we may hold on you please get in touch at [scottishmuseumsfederation@gmail.com](mailto:scottishmuseumsfederation@gmail.com)