



Privacy Policy

Who are we

We are a registered charity no 702783 and a Limited Company by guarantee working to preserve an important industrial heritage site for the benefit of the community. We are responsible for the care of a scheduled building, parkland and woodlands.

We interpret the history of the site to fulfil our fundamental purposes:

- To establish and maintain a museum for the benefit of the public relating to the Moira Furnace building and the workings and practices of the iron, coalmining, pottery, railway, canal and other local associated industries.
 - To preserve and conserve the flora and fauna of the Moira Furnace site for the benefit and education of the public.
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1. This Privacy Policy is provided to you by Moira Furnace Museum Trust (MFMT) which is the data controller for your data.
 2. Personal data is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be by the personal data alone or in conjunction with any other personal data. The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the "GDPR) and other local legislation relating to personal data and rights such as the Human Rights Act.
 3. MFMT will process some or all of the following personal data where necessary to perform its tasks:
 - Names, titles, and aliases, photographs;
 - Contact details such as telephone numbers, addresses, and email addresses;
 - Where they are relevant to the services provided by MFMT, or where you provide them to us.
 - Where you pay for activities, financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers;
 - The personal data we process may include sensitive or other special categories of personal data such as criminal convictions, racial or ethnic origin, mental and physical

health, details of injuries, medication/treatment received and sexual life or orientation.

- With your agreement, to provide you with updates and offers about our products and services and the products or services of selected third party companies that we think may be of interest to you.

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4. MFMT will comply with data protection law. This says that the personal data we hold about you must be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data to protect personal data from loss, misuse, unauthorised access and disclosure.

5. This section provides information about the third parties with whom MFMT may share your personal data. These third parties have an obligation to put in place appropriate security measures and will be responsible to you directly for the manner in which they process and protect your personal data. It is likely that we will need to share your data with some or all of the following (but only where necessary):

- Our agents, suppliers and contractors. For example, we may ask a commercial provider to publish or distribute newsletters on our behalf, or to maintain our database software;
- On occasion, local authorities or not for profit bodies with which we are carrying out joint ventures e.g. in relation to facilities or events for the community.

6. You have the following rights with respect to your personal data:

When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

- The right to access personal data we hold on you
- The right to correct and update the personal data we hold on you
- The right to have your personal data erased
- The right to object to processing of your personal data or to restrict it to certain purposes only
- The right to data portability
- The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained.
- The right to lodge a complaint with the Information Commissioner's Office.

7. Transfer of data abroad

Any personal data transferred to countries or territories outside the European Economic Area (“EEA”) will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. Our website is also accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas.

8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Privacy Policy, then we will provide you with a Privacy Notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

9. We keep this Privacy Policy under regular review.

The next review is due to take place: MAY 2019

10. Please contact us if you have any questions about this Privacy Policy or the personal data we hold about you or to exercise all relevant rights, queries or complaints:

Moira Furnace Museum Trust Furnace Lane Moira DE126AT 01283 224667

11. Subjects access requests can be verbal, must be free of charge and be answered within one month of the request. You also have the right to complain to the Information Commissioner's Office, you can find out how to report a concern via their website.