

## **Information Governance Policy**

The Eden Valley Museum Trust is committed to ensuring that all information held by the Eden Valley Museum is processed legally, securely, efficiently and effectively.

This policy sets out the Trust's responsibilities in compliance with the law and best practice with regard to how personal data is obtained, held, used and disclosed under the GDPR, and requests for information relating to the Museum.

### **1.0 Data protection**

#### **1.1 Collection of personal data**

The Museum collects and processes personal information concerning:

- current, past and prospective members of staff
- volunteers
- members
- donors
- research enquiries

#### **1.2 General Data Protection Rules May 2018 (GDPR)**

The GDPR applies to all organisations in the United Kingdom that process personal information.

As a controller of personal data, the Eden Valley Museum Trust will ensure that processes and staff training are in place to ensure compliance with the standards for obtaining, recording, holding, using or disposing of personal data in accordance with the GDPR as summarised by the following eight principles of good practice:

- Personal data shall be processed fairly and lawfully and, in particular, shall not be processed unless the individual has given his or her consent, or subject to conditions specified in GDPR
- It shall be obtained only for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes
- It shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed
- It shall be accurate and, where necessary, kept up to date
- Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes
- It shall be processed in accordance with the rights of data subjects under the GDPR
- Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data
- Personal data shall not be transferred to a country outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data
- Data will be deleted on request of the Data Subject

### **1.3 Data security**

The Eden Valley Museum Trust will take appropriate steps to secure personal data from loss and unauthorised access. Measures will include:

- Secure filing of personal data
- Regular back-up of computerised personal information
- Password-protected access to data for authorised staff and volunteers only
- Installation and routine maintenance of a security alarm
- Authorised review of CCTV footage

### **1.4 Collections management**

Personal information collected for the purposes of managing the Museum's collections and exhibitions (for example, relating to the donation of objects) will be processed in line with the principles outlined in the GDPR and will not be shared with third parties without the permission of the individual to which the information relates.

### **1.5 Data subject access requests**

Individuals with personal information held by the Eden Valley Museum (data subjects) have the right to access that data under the GDPR.

All enquiries for access to personal data held by the Museum should be made in writing to the Data Protection Officer of the Trust at:

Data Protection Officer  
Eden Valley Museum  
72 Church House  
High Street  
Edenbridge  
TN8 5AR

Replies will be made within 40 days.

### **2.0 Information requests**

Requests for non GDPR information regarding the Trust's governance or operations should be made in writing to the Curator at the address listed above in section 1.5 or via email to: [Curator@evmt.org.uk](mailto:Curator@evmt.org.uk)

Replies will be made within 20 days and may be subject to a £25 administration fee.

### **3.0 Comments and complaints**

All comments or complaints regarding the Eden Valley Museum Trust's information governance should be directed to the Honorary Secretary of the Trust at the address listed above under section 1.5 or via email at: [curator@evmt.org.uk](mailto:curator@evmt.org.uk)