



# Saint Seraphim's Trust

Little Walsingham, Norfolk, England

## Privacy Notice

### **How we respect privacy when we deal with personal information collected by our organisation:**

This Privacy Notice applies to information St Seraphim's Trust collects about individuals who interact with our organisation as well as volunteers, employees and trustees.

### **Who we are:**

St Seraphim's Trust, St Seraphim's Station Road Little Walsingham Norfolk NR22 6EB

Telephone: 01328 820610

Email: [stseraphimstrust@gmail.com](mailto:stseraphimstrust@gmail.com)

St Seraphim's Trust is a limited company (number 06287991) and a registered charity (number 1120335).

We are registered as a data controller under the Data Protection Act 1998, and our Data Protection Register number is: ZA427782

This notice explains what personal information we collect and how we use it. If you have any comments or questions about this notice, feel free to contact us at:

Email: [stseraphimstrust@gmail.com](mailto:stseraphimstrust@gmail.com) Tel: 01328 820610

### **1. Personal data that we process**

This may include:

Your name

Age (in the case of young volunteers)

Postal address

Email address

Telephone number

Start and finish dates

Your role in the museum

The days you work

Your preference for the way we contact you

Any correspondence you have with us

Photographs if they are part of our photographic archive

Your emergency contact details



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The following table explains the types of data we collect and the legal basis, under current data protection legislation, on which this data is processed.

Purpose	Data (key elements)	Basis
Enquiring about our organisation and its work	Name, email, message	Legitimate interests - it is necessary for us to read and store your message so that we can respond in the way that you would expect.
Subscribing to email updates about our work	Name, email	Consent - you have given your active consent.
Making a donation	Name, email, address, payment information	Legitimate interests - this information is necessary for us to fulfil your intention of donating money and your expectation of receiving a confirmation message.
Signing up as a Friend	Name, email	Contract - by paying your Friend's fees you have entered into a contractual relationship with us as set out in our membership terms and conditions.
Accession register		

Newsletter database	Name, email, address	Legitimate interests. You wish to receive the newsletter. You may unsubscribe at any time.
Employee details	Personal data and contact details	Legitimate interests. You give your consent when applying for employment. Data will not be held longer than necessary when you leave.
Volunteer details	Personal data and contact details	Legitimate interests. You give your consent when applying to volunteer. Data will not be held longer than necessary when you leave.



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Gift Aid	Donor contact details	Legitimate interests. You give your consent so that the Trust can apply for the tax contribution.
Trustee records	Personal data	Legitimate statutory interests.
Collections Archives	Details of commissions etc	Legitimate interest for the public
Adlib Catalogue	Contains the accessioned data	Archive
CCTV	Subject to personal data	Legitimate interest, security

## 2. What we do with your information

Information you give us is only used for the purposes you gave it (i.e. for contact purposes for Volunteers and Staff, and for contact and legal purposes for Trustees)

We do not pass your information on to third parties. If we have a request for contact details, we will ask for your permission before supplying any information.

## 3. How long we keep personal information

We will keep personal information for as long as you work for the museum either as a volunteer, member of staff or trustee. When you notify the museum that you no longer wish to continue in any of these roles we will keep your information for a maximum of 12 months in case you decide to return to the museum or require a reference. If you wish you can notify the museum that you wish to continue to receive notifications from the museum after you have left.

## 4. Where we keep your information

Information may be kept as paper records, computer files, or both. Paper records will be kept securely in the museum. Computer records will be kept on a secure server in the museum and password protected.

We have procedures in place to prevent unauthorized access to the information we hold and to prevent improper use or modification of the information.

## 5. Contacting you

We prefer to use Email as it is convenient and reduces our costs. If Email is not available we will normally use Post. For urgent messages we may use the Telephone.



## **Saint Seraphim's Trust**

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### **6. How we update your information**

You can update your personal information, including contact preferences at any time by:

Email to: [stseraphimstrust@gmail.com](mailto:stseraphimstrust@gmail.com)

Or write to: Pamela Grealy Data Protection Officer  
c/o St Seraphim's Trust,  
St Seraphim's  
Station Road  
Little Walsingham, Norfolk NR22 6EB

### **7. How can I access the information about me?**

This is known as a Subject Access Request. You can request details of your personal information by

Email: [stseraphimstrust@gmail.com](mailto:stseraphimstrust@gmail.com)

Or writing to: Pamela Grealy Data Protection Officer  
c/o St Seraphim's Trust,  
St Seraphim's  
Station Road  
Little Walsingham, Norfolk NR22 6EB

We will require reasonable proof of your identity.