



FRIENDS OF THE ORIENTAL MUSEUM PRIVACY NOTICE

Data Controller

The Data Controller is the Friends of the Oriental Museum: charity number 519726

Overview

The Friends of the Oriental Museum is a registered charity. Its aims are to bring together supporters of the Museum and to encourage wider use and enjoyment of the Museum by the Durham community and by others. Through its charitable status, it provides financial assistance to the Museum for special projects, and promotes the Museum's recreational and educational facilities and activities.

What personal data is held and how it is processed

The following personal data is held about members of the Friends of the Oriental Museum [FOM]. It is used to administer subscriptions and to inform members about membership issues and events (i.e. contractual necessity).

Personal Data	Purpose	Where held
Name; Address; Phone number(s) (if given); subscription details	To post out the Oriental Express newsletter (annually), subscription renewal forms (annually), annual dinner forms (annually), important issues about FOM activities (rarely)	In an Excel spreadsheet held by the FOM Council member with responsibility for this task, on their home machine
Name; Address; Bank account number, name and sort code (if given); Gift Aid declaration (if completed)	To manage the financial aspects of the annual subscriptions; to manage gift aid declarations	In an Excel spreadsheet held by the FOM Treasurer, on a machine in their office, and accessible by the Treasurer and their employee with responsibility for this task
Email address (if given)	To send information about FOM activities: events, notices, meeting minutes, correspondence (regularly) To send out information about events of the Oriental Museum (regularly) To send out information about relevant events of the University and other	(i) In an Excel spreadsheet held by the FOM Council member with responsibility for this task, on their home machine (ii) in a web-based email client subscribed to by FOM. The email provider has a policy of no adverts, no data mining and no sharing of data with any other organisation.

	organisations (occasionally) (this use will require consent)	https://blog.fastmail.com/2016/12/13/fastmails-values/ Only the FOM Council member with responsibility for this task has access to this email account and is able to send an email to members of FOM. Emails are sent out as blind copies.
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The following personal data is shared with the Oriental Museum, Durham University

Personal Data	Purpose	Where held
Name; Address; Phone number(s) (if given)	To post out invites to Oriental Museum Previews and other events (occasionally) and the Museum's newsletter (occasionally)	In a database held by the Deputy Cultural Coordinator (Administration) on a University secure drive

Personal data is obtained when a person applies to become a member of FOM by filling in the paper application form. Completed application forms are returned to the Museum and handed directly on to the FOM Secretary. Copies of the application forms are passed to the people responsible for processing the data. Once the data has been transferred to the relevant electronic system these copies are shredded. The FOM Secretary keeps copies of new application forms for one year until the next subscription renewal forms are sent out. These copies are then shredded. The FOM Treasurer holds the original membership forms (which includes the Gift aid declaration if this has been completed). These forms are kept securely and shredded when the individual ceases to be a member.

The personal data on the electronic systems is held until the individual ceases to be a member of FOM. It is then deleted.

This personal data is not shared with any other person than the people responsible for processing it for FOM purposes (as listed above). It is not sold to any organisation. It is not used for data mining.

Individuals can object to FOM processing their personal data for any, or all, of the purposes set out in this Privacy Notice, at any time. They can request a copy of their personal data. They can request that their data is amended or deleted. To do so contact:

Secretary
Friends of the Oriental Museum
Elvet Hill Rd, Durham DH1 3TH
0191 334 5694
fomdurham@fastmail.co.uk

Date of notice: 8 May 2018