

# Friends of Chippenham Museum

## Data Protection Policy

Friends of Chippenham Museum  
9-10 Market Place  
Chippenham  
SN15 3HF  
cmhcfriends@gmail.com

<b>Scope of policy</b>	Management of membership records including receipt of payments. Distribution of members newsletters and campaign information including requests for donations.
<b>Policy prepared by</b>	R F Alder, Chairman
<b>Date approved by Committee</b>	Friday 18 May 2018
<b>Policy review date</b>	20 July 2018 Reviewed and agreed at AGM. Next review July 2021, unless an earlier change in legislation.

The Purpose of this Policy is to set out the basis that the Friends of Chippenham Museum hold and use personal data to ensure it complies with current legislation and follows best practices

Personal Data will be used by the Friends of Chippenham Museum for the following purposes:

- As required by law.
- To maintain a member register, including subscription records.
- To inform members of events and campaigns organised by the group.
- To maintain lists of committee and other governance groups.
- To issue newsletters and fund-raising requests.
- To record donations to the Friends of Chippenham Museum
- To share with Chippenham Museum only for the benefit of members.

Personal data will always be stored securely and will only be retained for as long as it is reasonably needed.

The Friends of Chippenham will not sell or share personal data except to:

- Chippenham Museum. Information will only be shared for the benefit of members.
- The Friends of Chippenham Museum uses Mailchimp as a tool to deliver its electronic messaging.

The Friend of Chippenham Museum, on receipt of a valid request, will provide a copy of all information held for an individual. This may be subject to a fee. Consent for the Friends of Chippenham Museum to use personal data may be withdrawn by an individual at any time.

To take either of these actions please write to the Friends of Chippenham Museum at the above address.