

## Shropshire Museums – Privacy Notice

This Notice should be read in conjunction with the Council's general Privacy Notice: [Your privacy | Shropshire Council](#)

This Notice provides additional detail relating to the processing of Personal Data in relation to the Shropshire Museums Service.

### How is your information used?

- To contact you about a booking for events, exhibitions and services
- To process payments or charges,
- To carry out our obligations arising from any contracts entered into by you and us.
- To notify you of changes to our services
- To send you communications which you have requested and that may be of interest.
- Object donors will have their contact information added to our collections management database to help us deal with your request and/or to enhance the data we hold about our collections
- To enable us to fulfil our legal obligations in relation to our Collection Management Records

We may use your information to:

- Ensure our collections are managed effectively
- Help record and interpret the historical significance of the object/s in question
- Carry out our obligations such as the return of objects on loan
- Notify you of changes to our services

### Research and statistics

Anonymised and pseudonymised data may be used for research & statistical purposes. Any data collected may be used for research and statistical purposes that are relevant and compatible with the purpose that the data was collected for.

### Who has access to your information?

Collection Management Records

We may share your information with the following third parties for the reasons detailed:

- **Portable Antiquities Scheme** – Where you have agreed that an object/s data can be added to the Portable Antiquities Scheme Database
- Internally with other departments such as Shropshire Archives or the Historic **Environment Team** – Where an item is to be transferred into their care and/or relates to their records.
- **Statutory agencies** - such as the Police, National Fraud Authority – We may share your information with statutory agencies in line with our legal obligations and/or in completion of our public tasks.

If a researcher requests your information we will always seek your permission first.

We will not sell or rent your information to third parties. We will not share your information with third parties for marketing purposes.

### **How long will we keep your information for?**

We keep and dispose of all records in line with our corporate retention schedule. We will comply with Data Protection legislation in regard to how long we keep your data.

In the case of object acquisitions this information is held in perpetuity as part of the object's accession record.

### **Keeping your data up to date**

We want to ensure any information we hold is accurate. You can help us by promptly informing us of any changes to the information we hold about you.

### **What are your rights in relation the personal data we process?**

Please refer to the main notice for this information.

### **Complaints and concerns about the handling of your personal information:**

Please refer to the main notice for this detail.

This Notice was last updated on:  
6 September 2025