

Leicestershire County Council Fair Processing Notice

This notice is to tell you about why we need your information and how we will handle it. This notice is for

Communities and Wellbeing Department - Museum Collections

What Information do we need from you?

We need to know the following about you:

- Your name, address, telephone, email address
- OR the name, address, telephone address of the person on whose behalf you are acting
- Information about the object and its history including the names of people associated with it
- Confirmation that you, or the person on whose behalf you are acting, have undisputed ownership with full power to dispose of the objects and that you transfer ownership to the museum

Why do we need this?

We need this information for several purposes:

- With regards to donations (gifts of objects to us) the form confirms the undisputed ownership of the object and the subsequent transfer of ownership to Leicestershire County Council's Museum Service
- To manage the entry of objects into the Museum Service Collection for the purpose of donation, purchase/sale, loan.
- To manage the process when objects are left in the care of the Museum Service for the act of Identification
- To interpret the object in the context of the history of Leicestershire

Why are we allowed to process your information?

Data protection law allows us to process your information within certain conditions. In this case we are using the performance of a public task as the lawful condition for us to do this. The Public Libraries and Museums Act (1964) allows Local Authorities to operate a museum service for the education, enjoyment and benefit of the public.

Who will we share this with?

Sometimes we need to share your information with others. We will only do this when it is necessary in order to offer you this service, or if we are required to do so by law. We do not plan to share it with anyone else or use it for anything else. Relevant information may be accessed by researchers and other heritage professionals and may be made available in exhibitions, publications and on digital platforms in the context of interpretation of the history of Leicestershire.

How will we keep it secure?

We will take all reasonable steps to prevent the loss, misuse or alteration of your personal information. Only the people who need to see your personal information will be allowed access to it.

Under normal circumstances we will not transfer your information outside of the European Economic Area, however there may be occasions where we require this information to be sent. In these instances, we will be required to share your information to ensure due diligence regarding how we have acquired an object. This is standard practice in accordance with the statement of principles 'Spoliation of Works of Art during the Nazi, Holocaust and World War II period', issued for non-national museums in 1999 by the Museums and Galleries Commission.

How long will we keep it for?

We will only keep this information for as long as necessary or as the law requires. For this service, information relating to the acquisition of objects is kept indefinitely. Records relating to the Museum Collections date back to the 1840s and provide a wealth of information supporting the objects themselves.

What if something changes?

If the information you provided changes or your circumstances change, please contact museums@leics.gov.uk. If we need to change something like who we want to share this information with, we will contact you to let you know.