



# RICHMONDSHIRE MUSEUM

Ryders Wynd  
RICHMOND  
North Yorkshire  
DL10 4JA

**Website:** [www.richmondshiremuseum.org.uk](http://www.richmondshiremuseum.org.uk)

**Email:** [admin@richmondshire.plus.com](mailto:admin@richmondshire.plus.com)

**Telephone:** 01748 825611

## Privacy Statement.

The museum will collect personal data from – Employees, Volunteers, Members, Patrons, Donors and owners of loaned items as well as members of the public making enquiries to the Museum.

The data may include names, addresses, phone numbers, e-mail address and other details appropriate to their relationship with the Museum.

The data will be used for the purposes of providing informing regarding news and events, fundraising appeals, responding to requests and the management of collections.

The Museum does not share data other than with HMRC in relation to Gift Aid claims.

The Museum monitors physical and digital visitor statistics without the use of personal data or using cookies.

Data will be held in physical records within the Museum and digital records with industry standard encryption in place. Back up copies of the digital data is held at one other location.

Subject Access Requests should be made to the Museum at the address shown above along with the relevant fee, currently £10.

Our privacy policy has been reviewed in April 2018 in line with amendments to the Data Protection requirements and will be further reviewed from time to time and amended if required.

**Registered Charity No. 1173434**

*Richmondshire Museum  
run by volunteers and funded by donations*

### **Patrons:**

The Marquess of Zetland  
The Baroness Hale of Richmond  
Lord Hague of Richmond  
Dr Gervase Phinn  
Mr James Fenwick

