

PRIVACY NOTICE – MUSEUMS AND GALLERIES

This privacy notice contains Tameside Council's general privacy notice and also the Cultural and Customer Service privacy notice. Both can also be found on the council's website.

CCTV

- Portland Basin Museum and Central Art Gallery are both monitored by CCTV. This is to enable us to monitor the safety of visitors and exhibits.
- Museum staff are able to live view the cameras from the reception desk.
- Museum staff are not permitted to view recorded footage. If viewing of recorded footage is required, such as by the police, then this must be done via a trained TMBC operative.
- CCTV footage is stored on the system for 28 days at Central Art Gallery and 31 days at Portland Basin Museum before the footage overwrites itself.
- There are notices around the venues advising visitors that CCTV is in operation.

Donations of Objects

- The Museums Service accepts donations of objects to the collections (social, industrial, military and art).
- To comply with Accreditation requirements as set out by Arts Council England, the museum uses Spectrum compliant Object Entry Forms supplied by the Collections Trust.
- These forms come in triplicate – the pink copy is given to the donor as a receipt, the blue copy stays with the object and is destroyed when the object is accessioned, and the white copy remains on file for perpetuity.
- The information we gather on the forms includes:
 - Donor name
 - Donor address and phone number
 - Owner's name and address (if different from donor)
 - Information about the object being donated – who used it, where was it used, where was it bought, where was it made, significance, etc
 - Transfer of ownership of the object from the donor to the museum.
 - Donor's signature
 - Museum representative's signature
- The white copy of the entry form is filed in a locked filing cabinet.
- The information on the form is copied onto the museum's computerised object database, MODES, and is accessible only to curatorial staff using a password.
- The information is also copied by hand into an accession register, which is stored in a locked fireproof safe.
- Donor information is never made public, it is not shared with other museums and it is not given out to enquirers.
- Historical information about the object and who used it may be used to write display labels in the museum and may be published in articles.
- Entry forms are also filled in if an object is loaned to the museum. These forms are kept for the duration of the loan and are retained for a further 12 months in case of query.

Trail sheets

- We keep the trail sheets for the duration of the current trail. We then pick a winner and when the winner has been notified we shred the remaining trail sheets.
- People's personal data is kept private at all times and we do not use this information for any other purpose besides selecting a trail winner.
- People who have indicated that they would like to be added to the Cultural Services mailing list will receive an email asking them to confirm this (please note this may

take several weeks). We will then retain their trail sheet as confirmation of consent for joining the mailing list.

- We will destroy the paper copy if the individual wishes to leave the mailing list.

Enquiries

- Contact details taken as part of day to day enquiries are destroyed once the enquiry has been answered.
- Letters from donors and relatives contacted as part of the Men Behind the Medals project are kept on file as part of the object history files for each medal.