

Privacy Notice for Headstone Manor & Museum

Headstone Manor & Museum is Harrow's dedicated local history museum run by the Harrow Council. We take your right to privacy seriously. This Privacy Notice deals with personally identifiable information, your "Data" that we may collect. Our privacy policy is our method of being transparent with you about the use of your data and is in line with the General Data Protection Regulation introduced on 25th May 2018.

Purpose for processing your information

Marketing Communications: We aim to communicate with you about the work that we do in ways that you find relevant, timely and respectful. To do this we use data that you have given us when signing up to our mailing list, as well as any preferences you have told us about. We use your explicit consent or our legitimate organisational interest as the legal basis for communications by post and email and will only contact you about events and news that is relevant to the data stored. You have the right to opt out of this service at any time, please see the section entitled "Your rights and access to your information"

We collect the following information:

Information you give us: For example, when you sign up to our mailing list, we'll store personal information you give us such as your name, email address and postal address.

Information about your interactions with us: For example, when you visit our website, we collect information about how you interact with our content. When we send you a mailing we store a record of this, and in the case of emails we keep a record of which ones you have click to open and which links you have clicked on. This information is stored by our third-party marketing platform, Mailchimp. Learn more about Mailchimp's privacy practices here: <https://mailchimp.com/legal/>

How we collect your information

We ensure that you have given explicit consent to marketing communications by using a positive 'Opt In': We operate a strict 'opt in' policy which assumes you do not wish to receive marketing communications until you give your consent. When signing up to our mailing list you will be asked whether you would like to 'opt in' to receive marketing communications.

Who the information is shared with

There are certain circumstances under which we may disclose your personal information to third parties. These are to our own service providers who process data on our behalf and on our instructions (for example our marketing platform provider, Mailchimp). In these cases, we require that these third parties comply strictly with our instructions and with data protection laws.

We will sometimes need to share information between Council departments and services as well as other organisations such as our partners, third party contractors, government bodies, the police, health and social care organisations, housing associations, landlords and educational establishments.

We will only share information with these organisations where it is appropriate and legal to do so. We may also share information, for example, if there is a risk of serious harm or threat to life, for the prevention and detection of fraud or crime, assessment of any tax or duty or if we are required to do so by any court or law. Where this is necessary, we are required to comply with all aspects of the General Data Protection Regulation.

How long do we keep your information?

Your data will be stored with us for a period of at least two years. If after this time, you have not interacted with our communications, your information will be deleted.

Google Analytics: We use Google Analytics to monitor website usage, and to inform and optimise marketing strategy. Google analytics data will be stored for a period of 2 years. If you would like the

ability to prevent your data from being used by Google Analytics please see [Google Analytics' currently available opt outs for the web](#).

Your rights and access to your information

You have the right to request a copy of the information that we hold about you.

The new General Data Protection Regulation also gives you additional rights about the information we hold about you and how we use it, including the right to:

- Withdraw consent and the right to object and restrict further processing of your data (Opt Out); however, this may affect service delivery to you.
- Request to have your data deleted where there is no compelling reason for its continued processing and provided that there are no legitimate grounds for retaining it.
- Request your data to be rectified if it is inaccurate or incomplete

You can change your preferences anytime by contacting info@headstonemanor.org

If you have any concerns

Please contact us if you would like to know more about the information we hold about you and how we use it. Please call 020 8863 6720 or email dpo@harrow.gov.uk

You have a right to complain to us if you think we have not complied with our obligation for handling your personal information; please visit Harrow Council's [Compliments and Complaints](#) page. If you are not satisfied with the Council's response you have a right to complain to the Information Commissioner's Office (ICO). You can [report a concern by visiting the ICO website](#).

Automated decision making

We do not carry out any automated decision making

Changes in your circumstances

You must notify us immediately if there are any changes in your circumstances