

How we will use your information

Museum

This privacy information note explains the information the London Fire Brigade ("we") are collecting about you, why we have collected it and how it will be used. This privacy note should be read along with our "General privacy notice" which explains more about who we are, our role in data protection and what rights you have.

Process owner: External Communications and Campaigns

This notice relates to the following categories of data subject: Customers & Service users

Why we are collecting your information

We are collecting your information following your contact with the museum so that we can:

- send you our newsletter
- arrange a school visit
- contact you about your request to volunteer at museum events
- manage object donations

If you are volunteering at an event we collect your information to contact you in case of a change or cancellation of an event, and when catering is provided to include your dietary requirements. If you are donating, selling or depositing an object to our collection then we will have to sign a contract with you for receiving and returning the object, and see a form of identification to confirm ownership of the object.

What happens if I do not want my information collected?

If you don't want your information collected we may not be able to offer you our services, or receive objects for our museum.

If you wish to unsubscribe from our newsletter you can do so at any time by using the unsubscribe option on the newsletter.

We will keep a volunteers list which you can be deleted from at any time should you wish to.

What information is being collected

The information we are processing falls into the following categories of personal data:

Categories of personal data:

- Personal details
- ID numbers
- Work details
- Education
- Narrative data

Legal basis for the processing

Before we process your data we need a legal basis for doing so. In this case it is necessary for our legitimate interests in promoting the LFB, providing education and information, managing the museum collection and preserving our heritage.

This is covered under the Data Protection laws below:

General Data Protection Regulation (EU) 2016/679 [reference to Article 6.1(f)]

- processing is necessary for the purposes of the legitimate interests pursued by the controller.

How we collect the information about you

We collect the information directly from you.

Who we share your information with

We will only share your data internally.

How long we hold your information for

If you are a subscriber we will hold your information for as long as you actively subscribe as a user and you can unsubscribe at any time via the newsletter, in which case your details will be deleted.

If you have requested a school visit we will keep your contact details for the duration of facilitating the visit.

Your information relating to museum objects contracts will be kept until objects are returned to the owner.

Volunteer CVs will be kept for a period of 7 years.

Automated decision making

The information we have collected will not be used to make any automated decisions about you.