

Colchester + Ipswich Museums

Information collected

	Name	Address	Email	Phone no.	Age	Skills and interests	Emergency contact name	Emergency contact number	Ethnicity	Gender	Other personal info	Retention
Newsletter subscriber	Optional		✓									Until the individual unsubscribes
Resident Pass holder / Castle Member	✓	✓	✓	✓								1 month after Pass / m'ship expires
Registered on volunteer website	✓	✓	✓	✓	✓	Optional						Until the individual unsubscribes
Active volunteer	✓	✓	✓	✓	✓	Optional	✓	✓				1 year after volunteering ends
Adorn - applicant	✓	Optional	Optional	Optional	✓				✓	✓	Optional	Until 27/07/2019
Adorn - participant	✓	Optional	Optional	Optional	✓				✓	✓	Optional	Until 16/02/2020
Competition entrant	✓		✓	Optional								1 month after competition closes

Agencies we might share your information with

We do not share your information with other agencies.

Purpose for processing

Colchester + Ipswich Museums requires the above information in order to provide a service to you. Volunteers may receive updates on the projects they support, new opportunities and thank you events. We only request the minimum amount of information and ensure that it is stored securely.

Length of time we keep your information

You do have the right to contact us and ask for your information to be removed at any point where there is no obligation or statutory requirement for it to be kept. You can exercise this right by contacting museums@colchester.gov.uk

Updates to this privacy notice

We will continually review and update this privacy notice to reflect changes in our processes and procedures, as well as to comply with changes in the law. When such changes occur, we will revise the "last updated" date at the bottom of this notice. We encourage you to periodically review this notice and to be informed of how the Colchester Borough Council is protecting your information. The privacy notice was last updated on 24/06/19.