

Colchester + Ipswich Museums

Information collected

	First name	Surname	Address	Email	Telephone	Age	Skills and interests	Emergency contact name	Emergency contact number	Retention
Newsletter subscriber	Optional			✓						Until the recipient unsubscribes
Resident Pass holder / Castle Member	✓	✓	✓	✓	✓					1 month after Pass / m'ship expires
Volunteer Makers – mailing list	✓	✓	✓	✓	✓	✓	Optional			Until the recipient unsubscribes
Volunteer Makers – active volunteer	✓	✓	✓	✓	✓	✓	Optional	✓	✓	1 year after volunteering ends

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 02/08/18.