

## Clare Museum – Privacy Notice

### Who we are and why we require your information

The mission of Clare Museum is to collect, preserve, interpret and display the material culture relating to the history of County Clare, both in the museum building and online, as an educational resource and a socially inclusive cultural service for the people of Clare and visiting tourists.

In order to be accountable for all objects that enter the museum, we collect personal data about you. The only information that is collected by us is information provided by you when the object enters the museum, has title transferred to the museum or is borrowed from an individual and/or any information you chose to send us by email or via our facebook page. This data is used to manage the collection and to provide evidence of ownership and traceability of origin of objects, and is in keeping with international best practice. Information retained for operational reasons includes:

- your name,
- your address
- Email Address (optional)
- Phone number

When an object goes on exhibition or has its image placed online, the acknowledgement you provide on the entry form will be used with it. There are no circumstances when your name, address, email or telephone number will be shared without your prior permission.

We will only contact you if you have indicated that you wish to receive further information about your object or in relation to conditions outlined in the loan agreement.

The only information that is shared with third parties is your name, your address, telephone number and email address when it is placed on the museum's Admuse database. This information is stored on the Council's server and on the Admuse provider's server, the latter being a trusted third party who processes data on our behalf in accordance with appropriate data sharing confidentiality agreements.

### Why we have a privacy statement

Clare Museum has created this privacy statement in order to demonstrate our firm commitment to privacy and to assure you that in all your dealings with Clare County Museum that we will ensure the security of the data you provide to us.

Clare County Museum guarantees that the personal data you may be required to submit to us is:

- Obtained and processed fairly
- Kept only for one or more specified, explicit and lawful purposes
- Used and disclosed only in ways compatible with these purposes
- Kept safe and secure
- Kept accurate, complete and up-to-date
- Adequate, relevant and not excessive
- Retained for no longer than is necessary for the purpose or purposes

- We will give a copy of your own personal data to you, on request

## **Security**

Clare Museum takes its security responsibilities seriously, employing appropriate physical and technical measures including the use of a Staff Access Control system with audit controls and staff training awareness. We have internal procedures and computer interfaced protective barriers to keep your information as safe and secure as we possibly can. Any personal information volunteered will be treated with the highest standards of security and confidentiality, in accordance with the Data Protection Acts, 1988 and 2003 and GDPR regulations.

## **Your Rights to access information held about you**

You have the right to request access to personal data held about you, obtain confirmation as to whether data concerning you exists, be informed of the content and source of data and check its accuracy. In addition, if the data held by us is found to be inaccurate you have the right to change, remove, block, or object to the use of personal data held by Clare Museum. Blocking access to data may delay or remove access to a service where the data is required by law or for essential purposes related to the delivery of a service to you. Please note that to help protect your privacy, we take steps to verify your identity before granting access to personal data. To exercise these rights please email [mailbox@clarelibrary.ie](mailto:mailbox@clarelibrary.ie) or write to the Data Protection Officer, Clare County Library HQ, Mill Road, Ennis, Co. Clare V95 FX32.

## **Right of Complaint to the Office of the Data Protection Commissioner**

If you are not satisfied with the outcome of the response you received from Clare Museum in relation to your data access request, then you are entitled to make a complaint to the Data Protection Commissioner who may investigate the matter for you. The Data Protection Commissioner's website is [www.dataprotection.ie](http://www.dataprotection.ie) or you can contact their Office at:

Lo Call Number: 1890 252 231 E-mail: [infor@dataprotection.ie](mailto:infor@dataprotection.ie)

Postal Address: Data Protection Commissioner, Canal House, Station Road, Portarlinton, County Laois, R32 AP23

For further details see: [Clare County Council Privacy Statement](#)