

South Wales Miners' Museum Privacy Statement for Volunteers

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South Wales Miners' Museum (SWMM) collects personal information about the people that choose to volunteer here. This data is only used to provide basic identity information and emergency contact details as well as an outline of any health information that would be important to know in an emergency (such as a heart condition etc). The Volunteer information form records the following things:

Name

Address

Postcode

Contact Telephone number

Email

Emergency Contact Details

Details of any PERTINENT medical conditions

The lawful basis for collecting this information is that SWMM has a **legitimate interest** to collect this information as the museum may need to contact volunteers regarding the logistics of the museum and its activities. In the event of an emergency the museum may need to contact volunteers and/or their designated emergency contacts. In the event of an emergency in which a volunteer is involved information regarding PERTINANT medical condition (volunteers decide for themselves which elements of their medical status are pertinent) will be shared with appropriate emergency services personnel.

Even though the Museum has to collect this information to be able to safely provide volunteering opportunities we still ask if the volunteer is happy for this information to be collected. Agreement is given by signing and dating the form.

This data is kept in line with Neath Port Talbot County Borough Council (NPTCBC) and the Rural Development Programme's (RDP) requirements:

The information will be held by the Neath Port Talbot County Borough Council until the year 2030 or 10 years after the end date of the current Rural Development Programme, whichever is later.

This ensures that we are abiding with the legal basis for collecting data as part of the RDP funded 'Past to present' Project. The data collected above may be shared with the Heritage Lottery Fund (HLF) as they also provide funding for the 'Past to Present' project. Data is not collected by HLF but in the event of a routine audit they will analyse all records to ensure that volunteer numbers/time etc have been accurately reported.

As part of the volunteer information form the museum also collects information on behalf of Neath Port Talbot County Borough Council (NPTCBC) as part of the Rural Development Programme (RDP). NPTCBC collect information about stakeholders and participants in projects that they fund. The museum is currently delivering the 'Past to Present' project which receives part of its funding from the RDP LEADER fund. NPTCBC require information on the following areas:

Date of Birth (age)

Gender (volunteers can provide their own answer)

Is the volunteer a welsh speaker?

Does the volunteer consider themselves to be disabled?

Does the volunteer consider themselves to be underemployed?

NPTCBC have written a statement regarding the lawful basis for collecting this data:

After consulting with the Council's legal department, we have been advised that all Rural Development Programme LEADER funded activities will fall under the second reason for collection of data: **Public Task**. Therefore we, as project administrators have a valid reason to collect their data.

The following paragraphs are included in the volunteer information form and have been written by NPTCBC. They state NPTCBC's approach to data processing with regard to RDP funded projects:

"In signing this form I hereby agree to the personal information contained in this form being used by South Wales Miners' Museum.

Neath Port Talbot County Borough Council, in its role as Lead Body on the Rural Development Programme for LEADER funding 2014-2020, is the data controller for personal information you provide on this form. Your information will be used in the exercise of their official authority (as prescribed by statute) and will not be used for any other purpose. We will

not share your data with third parties unless we are required or permitted to do so by law. The information will be held by the Neath Port Talbot County Borough Council until the year 2030 or 10 years after the end date of the current Rural Development Programme, whichever is later.

In the event you wish to withdraw your consent to use of this information you may notify the Neath Port Talbot County Borough Council at any time.

In the event of any queries regarding use of your personal data or to make any complaint regarding the collection please contact the Neath Port Talbot County Borough Council's RDP Team, The Quays, Baglan Energy Park, SA11 2GG.

The museum will not share your information with any other parties other than NPTCBC and HLF. Your data is collected via a hard copy paper form and stored in secure storage on site. Your data may be collated and tabulated to facilitate sharing with NPTCBC and/or HLF. No other processing will take place. Your data will not be used other than for the reasons given above. We do not use any automated software or hardware (AI or algorithms) in relation to this data.

You have rights regarding your data:

- The right to be informed (fair processing information)
- The right of access (to your information)
- The right to rectification
- The right to erase
- The right to restrict processing
- The right to data portability
- The right to object to processing
- Right in relation to automated decision making and profiling

In order to assert these rights or for more information about how SWMM uses your data please contact us.