

South Wales Miners' Museum Privacy Statement for members of the public donating money to the museum

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South Wales Miners' Museum (SWMM) collects personal information about some of the people that choose to donate money to the museum. People donating cash or paying for entry to the museum by cash will not have any information recorded. However if anyone chooses to GIFTAID their donation cash OR card then the museum has a **LEGAL OBLIGATION** to collect and store personal information in accordance with Her Majesty's Revenue and Customs (HMRC) rules and Tax law. This is the lawful basis for the museum to collect this information. This data is only used to provide basic identity information to prove that the person donating the money and allowing the museum to claim the GIFTAID is a UK resident. The information recorded on the GIFTAID form is:

Name

Address

Postcode

Even though the Museum has to collect this information to be able to comply with HMRC rules and Tax Law, we still ask if the donor is happy for this information to be collected. Agreement is given by signing and dating the form.

The museum shares this information with HMRC, their privacy statement and policy can be found here:

<https://www.gov.uk/government/publications/data-protection-act-dpa-information-hm-revenue-and-customs-hold-about-you>

The museum also shares this information with Morris M I & Co. As our accountancy firm they will process the GIFTAID claim, this will include reviewing the details of donors declaring their GIFTAID status.

Morris M I & Co can be contacted here:

<http://www.mimorrisandco.co.uk/>

The museum will store this information for 6 years in case it is subject to an audit by HMRC. This time scale is required by HMRC. After that point the information will be securely destroyed.

The museum will not share this information with any other parties unless legally required to do so. Your data is collected via a hard copy paper form and stored in secure storage on site. No other data processing will take place beyond the processing required for HMRC to approve GIFTAID claims. 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.