

FRIENDS OF

The Duke of Lancaster's Regiment

LANCASHIRE INFANTRY MUSEUM

PRIVACY NOTICE

This notice sets out the details of the Friends of The Lancashire Infantry Museum's privacy policy in relation to information collected about you when you become a member.

WHO WE ARE

Friends of The Duke of Lancaster's Regiment,
LANCASHIRE INFANTRY MUSEUM,
Fulwood Barracks,
Preston,
PR2 8AA

We are a registered charity. Our registration number is: 1120003.

THE INFORMATION WE COLLECT ABOUT YOU

We collect the personal information you volunteer when you complete membership or donation forms, or sign up for Friends lectures, events or battlefield tours.

Personal information we collect may include;

- Your name and title;
- postal address, email address and telephone number;
- bank account details to enable us to process your bankers order in respect of your membership;
- Gift aid status.

When we ask for personal information we will let you know why we are asking and how we will use your data by directing you towards this notice.

WHAT WE DO WITH YOUR INFORMATION

Depending on the preferences you have indicated, the data we hold on you may be used by us for the following purposes;

- To send you by post or email information about Friends lectures, fund raising events and battlefield tours;
- To provide you with news and updates about the Lancashire Infantry Museum;
- For data screening and cleansing to check if we have accurate contact details for you

You can opt out of any, or all, of our communications at any time by contacting:

friends@lancashireinfantrymuseum.org.uk

There are some membership communications that we are required to send regardless of your contact preferences. These are essential communications, deemed necessary to fulfil our contractual obligations to you. This would include standing order mandates, renewal reminders, Gift Aid confirmation letters, or querying returned mail, with you.

SHARING OF YOUR INFORMATION

We will not disclose your personal data to any third party, other than data processors carrying out work on our behalf. Such data processors would, for example, send out bulk email distributions or conduct data cleansing. They would only act on our instructions.

Your data will never be sold or passed to a third party for any other purpose.

HOW YOU CAN ACCESS THE INFORMATION WE HOLD ABOUT YOU

You can ask to see the information we hold about you. This is called a Subject Access Request.

To make such a request you will need to provide proof of identity before your request can be processed.

Requests should be sent to:

friends@lancashireinfantrymuseum.org.uk

You will receive a response within 21 working days.

At any time you may request that we delete or correct your personal information. Simply contact:

friends@lancashireinfantrymuseum.org.uk

CHANGES TO OUR PRIVACY NOTICE

We will regularly review our privacy notice and may make changes from time to time. Any changes will be updated here and will apply from the time we post them.

HOW TO CONTACT US

By email to:

friends@lancashireinfantrymuseum.org.uk

or write to us at:

The Friends c/o The Lancashire Infantry Museum,
Fulwood Barracks,
Preston,
PR2 8AA