



# *The Duke of Lancaster's Regiment* **LANCASHIRE INFANTRY MUSEUM**



Telephone: (01772) 260584

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Fulwood Barracks, Preston, PR2 8AA

Website: [www.lancashireinfantrymuseum.org.uk](http://www.lancashireinfantrymuseum.org.uk)

## **PRIVACY NOTICE**

This notice sets out The Lancashire Infantry Museum's privacy policy in relation to personal information collected about individuals

### **WHO WE ARE:**

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

We are a registered charity. Our registration number is: 276150.

### **THE INFORMATION WE COLLECT**

We collect and hold personal information:

- About individuals with whom we have present or future contact in connection with the maintenance, development and exploitation of our collection.
- About individuals who request archival research.
- About individuals who volunteer at the Museum.
- On individuals requesting information on future events.
- On individuals where, and only to the extent that, it is necessary to ensure the provenance, and preserve the historical integrity, of artefacts and archival documentation, including image and other visual media, preserved in the collection.
- On individuals who have given their consent to participation in historical projects which will be preserved in the collection, e.g. oral history recordings.

Personal information we collect may include;

- Name and title:
- postal address, email address and telephone number
- personal and family history, in particular career and military service

When we ask for personal information we will state the reasons for asking and the use to which the data will be put. Individuals will also be directed to this notice for full information.

### **WHAT WE DO WITH PERSONAL INFORMATION**

Personal data we hold may be used by us for the following purposes:

- To send by post or email news and information about the Museum and its activities.
- For data screening and cleansing to check if we have accurate contact details.
- Only where specific consent has been given, personal and family history where and if appropriate, for public display in connection with historical records, artefacts and exhibits within the collection.
- Only where specific consent has been given, for publicity and marketing purposes.

Except where we are legally obliged to retain the information; or when it is essential in order to maintain the provenance and historical integrity of records, artefacts or any other items within the collections, individuals may at any time:

- Opt out of any, or all, of our communications
- Request complete removal from our records

by contacting:

[enquiries@lancashireinfantrymuseum.org.uk](mailto:enquiries@lancashireinfantrymuseum.org.uk)

## **SHARING OF INFORMATION**

We will not disclose 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.

Personal data will never be sold or passed to a third party for any other purpose, with the following exception:

Only when consent has been given, we may use personal or family history directly connected to records, artefacts or other items in the collection, for public display and/or publicity and marketing purposes

## **ACCESS TO PERSONAL INFORMATION**

Individuals may ask to see information held about them. This is called a Subject Access Request.

Proof of identity will be required before such a request may be processed.

Requests should be sent to:

[enquiries@lancashireinfantrymuseum.org.uk](mailto:enquiries@lancashireinfantrymuseum.org.uk)

We will always aim to provide a response within 21 working days.

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

[enquiries@lancashireinfantrymuseum.org.uk](mailto:enquiries@lancashireinfantrymuseum.org.uk)

## **CHANGES TO THIS 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 that we post them.

## **HOW TO CONTACT THE MUSEUM**

By email to:

[enquiries@lancashireinfantrymuseum.org.uk](mailto:enquiries@lancashireinfantrymuseum.org.uk)

or write to:

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

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