



Egypt Centre Privacy Notice

This page sets out the details of the Egypt Centre's privacy notice in relation to information collected about you.

Who we are

The Egypt Centre, Museum of Egyptian Antiquities, Swansea University Singleton Park, Swansea, Wales, SA2 8PP

We are part of Swansea University which is a Registered Charity; the registration number is No. 1138342

Swansea University is responsible for the collection and processing of personal and special category data as such, Swansea University is the data controller and is committed to protecting the rights of participants in line with the UK Data Protection Act 2018 (DPA) and the General Data Protection Regulation (GDPR). Swansea University has a Data Protection Officer who can be contacted through dataprotection@swansea.ac.uk

The University's Data Protection Policy can be found here <http://www.swansea.ac.uk/the-university/world-class/vicechancelloroffice/compliance/dataprotection/dataprotectionpolicy/>

What information do we collect about you?

We collect the personal data that you may volunteer and have given your consent to as part of events, conferences and workshop bookings, Membership or donation forms, volunteering at the Egypt Centre, e-newsletter or e-marketing sign-ups and visitor surveys.

Personal information we collect may include:

- your name, title
- your gender, ethnicity (volunteers only for Equal Opportunities monitoring)
- date of birth
- postal address, email address and phone number
- emergency contact details (volunteers and children attending workshops only)
- any disabilities or medical conditions (volunteers and children attending workshops only)
- for donations we ask for information regarding the relationship between you and the donation

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

Why do we collect this data?

Some data we collect is compulsory and necessary for your health and safety such as emergency contact, doctor details, disabilities, allergies and medical history. Where we have a duty to ensure the health and safety of our visitors to the Centre we will collect this information because we have a legal obligation to (Article 6(1)(c)). Special category data such as information in relation to your medical history, disabilities and allergies will be necessary for reasons of substantial public interest (Article 9(2)(g)).

Some data is also collected to manage the health and safety of our visitors in the legitimate interests of the University and wider community and in the substantial public interest e.g. Covid 19 pandemic (6(1)(f), 9(2)(g))

Some data is compulsory as it is essential for the smooth running of the museum and its activities such as volunteer, donor or Friends membership contact details, school and workshop booking information. The collection of this information is necessary for the purposes of the legitimate interests pursued by the University (Article 6(1)(f))

We collect some data for Equal Opportunities monitoring to ensure we are reaching out to all. This data could include gender, ethnicity and age. This special category data is not compulsory and requires explicit consent (Article 9(2)(a))

It will also be necessary to collect some data for the purposes of supporting NHS Wales COVID-19 Test, Trace and Protect. Please see the following notice for further information on how your data is processed for these purposes - <https://www.swansea.ac.uk/about-us/compliance/data-protection/covid-19-track-and-trace-privacy-notice/>

How do we ask for Consent?

We ask for your consent to the processing of your personal data (or the data of children in your care) and ask for a separate consent for each processing activity.

The consent statement used:

1. By completing this form, I give permission for my data/ or a child's data in my care to be held in the Egypt Centre and agree that the Egypt Centre may process personal data relating to me for legal, managerial, personnel, administration and safeguarding purposes.

You can opt out of our communications at any point simply by contacting egyptcentre@swansea.ac.uk

Signed Date.....

(for donors, volunteers, membership and school workshop attendees)

2. I give my permission for my contact details only to be used for marketing purposes for me to know about future Egypt Centre events.

You can opt out of our communications at any point simply by contacting egyptcentre@swansea.ac.uk

Signed Date.....
(for workshop attendees)

Right to Withdraw Consent

Where we are relying upon consent or explicit consent to process your information, you have the right to withdraw that consent at any time. You may withdraw your consent by contacting egyptcentre@swansea.ac.uk

What we do with your information

Depending on your relationship with the Egypt Centre, and the preferences you have indicated, data we hold may be used by us for the following purposes:

- Send you promotional, marketing or fundraising information by post, telephone or electronic means. These types of communications can include:
 - Informing you of other products, services or events related to the Egypt Centre, such as exhibitions or events.
- To send you surveys, and for market research purposes.
- Volunteer information from the Volunteer Application form is entered on a Volunteer database and used daily by the volunteer manager to update your progress including role and training attended.
- Children's details are taken from the parental consent form and entered on a workshop register.
- Membership details are taken from the Membership form and entered on a Membership database
- Donors' details are taken from the Entry Form and entered on a database
- Booking confirmation emails and event reminders
- Mailing lists - When you consent and sign up for our mailing list, either at the time of booking an event or separately through our sign-up form. To share information such as upcoming events.

You can opt out of our communications at any point simply by contacting egyptcentre@swansea.ac.uk

You can opt out of our marketing communications at any point simply by contacting egyptcentre@swansea.ac.uk

However, there are some Membership and Donation communications that we are required to save regardless of your contact preferences. These are essential communications, deemed necessary to fulfil our contractual obligations to you and our legal obligations in regard to donations. This would include donor information, member benefits such as *Inscriptions* magazine and membership cards, and renewal reminders.

How we update your information to keep it accurate

We continuously review records of supporters to ensure your data is as accurate as possible. We rely on supporters to notify us to update their contact details and we do not consult alternative sources in order undertake these checks.

If you wish to update or correct any information on you held by the Egypt Centre simply email egyptcentre@swansea.ac.uk

Who we might share your information with?

We do not disclose personal data to any third parties or external organisations. The exceptions are:

- Personal data for our object catalogue and on-line object catalogue which gives the name and address of the Donor (unless you specify you want to be anonymous).
- Safeguarding or legal requests in accordance with current law
- NHS Wales Test, Trace, Protect Service when required to support the contact tracing process

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

How long do we keep your information?

We do not keep your personal data any longer than is necessary:

- Personal data is deleted/destroyed within one month of an event/workshop.
- Volunteer personal data can be deleted when volunteering has ceased or retained for as long as requested e.g. for employment reference requests
- Personal data relating to donations/loans to the collection are kept for the duration of the donation/loan.
- Email addresses on a mailing list is kept for as long as the supporter requests.

How we keep your information secure

We have implemented security procedures, rules and technical measures to protect the personal data that we have under our control from:

- unauthorised access;
- improper use or disclosure;
- unauthorised modification.

All our employees, who have access to, and are associated with the processing of personal data, are legally obliged to respect the confidentiality of our visitors' and supporters' personal data.

Individual rights

Data protection legislation provides individuals with a number of different rights in relation to their data. These are listed below and apply in certain circumstances:

- **Request access** to your personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- **Request correction** of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.

- **Request erasure** of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- **Object to processing** of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
- **Request the restriction of processing** of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- **Request data portability** of your personal information. In certain circumstances, you may have the right to require that we provide you with an electronic copy of your personal information either for your own use or so that you can share it with another organisation. Where this right applies, you can ask us, where feasible, to transmit your personal data directly to the other party.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact:

Mrs Bev Buckley
 Directorate Support Manager and Data Protection Officer
 Vice-Chancellor's Office
 Swansea University
 Singleton Park
 Swansea
 SA2 8PP
 Email: dataprotection@swansea.ac.uk

How to make a complaint

If you are unhappy with the way in which your personal information has been processed you may in the first instance contact the University Data Protection Officer using the contact details above.

If you remain dissatisfied then you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at: -

Information Commissioner's Office,
 Wycliffe House,
 Water Lane,
 Wilmslow,
 Cheshire,
 SK9 5AF
www.ico.org.uk