















	<b>Museum Collections Information</b>	<b>Is the data collected direct from the citizen?</b>	<b>Is the data about the citizen collected from a third party?</b>
<b>Why we collect information about you?</b>	To have a full record of the background and history of the item, who has donated it to us, or who we have bought it from as part of our accessioning process. This helps us prove that the items fits within our collection policy and also gives us a way of contacting you if we have any further questions or so we could contact you if we wanted to transfer the item to another museum or organisation because it no longer fitted in with our collection policy.		
<b>What is the legal basis for us collecting your information?</b>	This information forms part of the historical record for the object.		
<b>What information do we collect about you?</b>	Name, Address, Email, Phone number, Your relationship to the object or to the owner of the object		
<b>Who do we share the information with?</b>	If express permission/request was given to display information about a donor on a label we would display a name for the public to see. For donations given over a hundred years ago we may release name and address information to family history enquirers if relevant. Contact information is only released for more recent donations to police or lawyers if legally requested for cases of suspected theft or spoliation.		
<b>Is any information transferred to or stored in servers based outside the European Economic Area?</b>	No		
<b>How long do we keep your information?</b>	Kept for perpetuity as part of a historical record		
<b>Who do we collect information from?</b>	The donor / vendor		
<b>What are the consequences if we don't collect the data?</b>	Objects are not accessioned / added to the collection without donor/vendor details as provenance ca not be established.		
<b>Are any decision about you made by automatic means?</b>	No	