

ASTON MANOR ROAD TRANSPORT MUSEUM LTD.

GENERAL DATA PROTECTION REGULATION POLICY 2018

1) This policy relates to Aston Manor Road Transport Museum Ltd., a Registered Charity no. 519216 and incorporated as a Limited Company by Guarantee no. 2114878. AMRTM Ltd. also trades as Aldridge Transport Museum and its policy applies to either title.

2) In accordance with the requirements of the GDPR the Museum has undertaken an Information Audit to highlight what personal records are kept and where those records are retained. This has confirmed that no personal records are held on either a Museum owned computer or on any personal computers. All records are retained in a paper format.

3) The above information kept in this format relates to membership records, event details, volunteer records, archive records (items donated to the Museum), driver licence records (relating to free bus service provision) and Gift Aid declarations. Under most circumstances these paper records will be destroyed safely after a maximum of 6 years or as required under any separate statute(s) or if deemed to be still relevant.

4) Access to these records will be limited to either present Museum Trustees or permitted volunteers acting on their behalf.

5) Access to their own personal information held by the Museum will be subject to the GDPR and responses will be provided within the time-scale enacted.

6) The Museum has registered with the governing body overseeing the operation of the GDPR as a matter of principle, although under present circumstances that was not a legal requirement given the level of record keeping maintained.

7) This policy will be kept under regular review and updated as and when appropriate.

JULY 2018