

Clare Museum – Privacy Notice

Clare County Council also has a Privacy Statement which is a general document about how we approach data protection as an Organisation and is available on the council's website [https://www.clarecoco.ie/\[info\]/privacy-statement/](https://www.clarecoco.ie/[info]/privacy-statement/) or on request from this department. See also: Cookie Policy <http://www.clarelibrary.ie/eolas/privacy.htm>

Why do we have this privacy notice?

The mission of Clare Museum is to collect, preserve, interpret and display the material culture relating to the history of County Clare, both in the museum building and online, as an educational resource and a socially inclusive cultural service for the people of Clare and visiting tourists.

In order to do this, we are required to collect, process and use certain types of information about people who donate and lend materials to the museum and those who use the museum service. The information sought includes 'personal data' as defined by the Data Protection Acts and by the General Data Protection Regulation (GDPR).

Clare County Museum (Data Controller) has created this privacy notice in order to demonstrate our firm commitment to privacy and to assure you that in all your dealings with Clare County Museum that we will ensure the security of the personal data you provide to us.

Contact Details

Clare County Council's contact details in relation to the Museum service are as follows:

Telephone: 065 6823382

Email: claremuseum@clarecoco.ie

Post: Clare Museum, Arthur's Row, Ennis, County Clare, Ireland, V95 EC92

Data Protection Contact:

Telephone: 065 6846405

Email: DPA@clarecoco.ie

Post: Data Protection Officer, Áras Contae an Chláir, New Road, Ennis, Co. Clare V95 DXP2

Legal basis for the collection, processing and sharing of personal data as part of the provision of a Museum service

Archaeological objects acquired by the Museum under the National Monuments (Amendment) Act, 1994 require the recording of personal data as part of the reporting process.

For all other items, the data is collected for specified, explicit and legitimate purposes of accountability and will not be further processed in a manner that is incompatible with those purposes.

What types of personal data do we collect and how do we use that data?

In order to be accountable for all objects that enter the museum, we collect personal data about you. The only information that is collected by us is information provided by you when the object enters the museum, has title transferred to the museum or is borrowed from an individual and/or any information you choose to send us by email or via our Facebook page. This data is used to manage the collection and to provide evidence of ownership and traceability of origin of objects, and is in keeping with international best practice. Information retained for operational reasons includes:

- your name,
- your address
- Email Address (optional)
- Phone number

When an object goes on exhibition or has its image placed online, the acknowledgement you provide on the entry form will be used with it. There are no circumstances when your name, address, email or telephone number will be shared without your prior permission.

We will only contact you if you have indicated that you wish to receive further information about your object or in relation to conditions outlined in the loan agreement.

When bookings are made to visit the museum, names and contact details will be collected. This data is held only until the visit is completed and is deleted thereafter.

Will we share your personal data with anyone else?

We may share your personal data with third parties in connection with our processing of your personal data. Axiell are a third party who provide the Museum's collection management database and may access the database to provide support. We require all third parties to enter into a data processing agreement with us which complies with our obligations under the GDPR. This agreement requires third parties to have appropriate security systems in place and only to use your personal data on our instructions and in accordance with data protection law.

There are no plans to transfer the personal data that you provide to a third country or international organisation.

How long will we retain your personal data?

We will only retain your personal data for as long as is necessary to fulfil the purposes for which we collected it and for as long as we are legally required to under EU or Irish Law. We subscribe to the National Retention Policy for Local Authority Records

<https://www.lgma.ie/en/publications/corporate/national-retention-policy-for-local-authority.pdf>

We may also maintain a Data Retention Policy which supplements the National Retention Policy.

Your data protection rights

You have the right to request access to personal data held about you, obtain confirmation as to whether data concerning you exists, be informed of the content and source of data and check its accuracy. In addition, if the data held by us is found to be inaccurate you have the right to change, remove, block, or object to the use of, personal data held by Clare County Council. In certain circumstances blocking access to data may delay or remove access to a service where the data is required by law or for essential purposes related to delivery of a service to you. Please note that to help protect your privacy, we take steps to verify your identity before granting access to personal data. For further information on how to exercise your data protection rights see: [https://www.clarecoco.ie/\[info\]/privacy-statement/](https://www.clarecoco.ie/[info]/privacy-statement/)

Right of complaint to the Office of the Data Protection Commission

If you are not satisfied with the outcome of the response you received from Clare County Council in relation to your request, then you are entitled to make a complaint to the Data Protection Commission who may investigate the matter for you.

The Data Protection Commission website is www.dataprotection.ie or you can contact their Office at:

Lo Call Number: 1890 252 231

E-mail: info@dataprotection.ie

Postal Address: Data Protection Commission, Canal House, Station Road, Portarlington, Co. Laois.
R32 AP23.