

PRIVACY POLICY for

Libraries & Information East Midlands

**RUTLAND COUNTY MUSEUM, Catmos Street, Oakham, LE15 6HW
CHARITY NO. 527878**

PERSONAL DATA COLLECTED:

We collect the names, addresses, telephone numbers, email addresses, organisation names and positions of our partner organisation contacts; training participants; and our suppliers.

We collect information on access and dietary needs of training participants to ensure our users can enjoy equal access to our services.

DATA IS USED FOR:

- **Administering membership records and subscriptions**
- **Administering and evaluating our training programmes**
- **Administration of ordering goods and services**
- **Mailings news, training opportunities and events relating to the activities of Libraries & Information East Midlands**
- **Any other legitimate activity of the organisation**

DATA IS HELD BY:

The Hon. Treasurer and the Training Manager.

SHARING OF DATA:

Data is not shared with any other organisation.

MEMBERS CAN SUBMIT A SUBJECT ACCESS REQUEST to see their data at any time to the Hon. Treasurer, or ask for it to be removed from the current data list.

This Privacy Policy will be reviewed annually.

Date of Privacy Policy: 14th February 2018