Privacy Notice for Museum Collections

Nottingham City Council
Information Compliance

Service Area: Culture, Heritage and Libraries
Directorate: Communities
PN-427

11/2026

The **Museum Collections team** are part of Nottingham City Council, who are the data controllers for the personal data (or personal information) that we process about you. When we process personal information relating to you, we will only do so when it is necessary and where we have a lawful reason to do so.

We will use the information provided by you for a number of reasons, depending on the service or reasons for interacting with you. This includes:

- the purpose of recording the ownership of the object being offered to the museum collection, and its historic provenance.
- managing collections loans.
- demonstrating legal title (or otherwise) to objects in its care and their historic use.
- the purpose of recording the ownership of the object being offered as a loan to the museum collection.
- responding to public enquiries.
- collecting data in order to conduct research on your behalf into the museum collection or provide any other specialist service requested by you.

When we process your personal information, we will comply with data protection legislation and enable you to exercise your rights contained within the legislation.

What personal information will the Council process?

The information that we collect about you to fulfil the purposes, objectives, or to deliver the services outlined above will relate to your: (this may include all, or some of the following, depending on the service).

- Title
- Name
- Address
- Telephone number
- Email address
- Ownership details
- Object history information
- Signatures
- Details of representatives acting on behalf of owners
- Payment details where applicable.

Lawful basis for processing

The lawful basis for this processing is Article 6(1)(e) UK GDPR (Public Task) in connection to the Public Libraries and Museums Act 1964, where processing is necessary for the exercise of the Council's museum, heritage and cultural functions, and Article 6(1)(b) UK GDPR (Contract), where processing is necessary to enter into or perform an agreement, such as a loan research service or other specialist service requested by you.

Will my information be shared with other organisations or used for other purposes?

The Council will only share your personal information with other departments within the Council, and with other organisations when it is necessary to provide the services

to you, and when we have a lawful reason to do so. The Council may also share your information when we are obliged to by law.

The information will only be used for another purpose where it is lawful to do so.

Do I have to provide the information?

You **are not** obliged by statute or contract to provide the information that is specified here. However, if we were not able to process your personal data, we would not be able to process your donation or loan to the collection, or answer your museum collections enquiry or undertake research on your behalf.

How long will the Council retain the data for?

The information that you have provided will be kept **permanently** to maintain the provenance of collections and evidence the Council's ownership and stewardship of collection items.

For enquiries and research, your personal details will be removed as soon as your request has been completed. Details about the request will be retained permanently. Your payment details will be retained for 7 years.

The Council publish an Information Asset Register (IAR), this will outline the retention periods for the personal data we process. You can find this IAR on our website https://www.nottinghamcity.gov.uk/your-council/about-the-council/access-to-information/information-request/

Information Rights

The UK General Data Protection Regulation provides for the following rights as prescribed by the legislation:

A right to request a copy of your information

A right to request rectification of inaccurate personal data

A right to request erasure of your data known as 'the right to be forgotten'

A right to in certain circumstances to request restriction of processing

A right in certain circumstances to request portability of your data to another provider

A right to object to processing of data in certain circumstances

A right regarding automated decision-making including profiling

However, Nottingham City Council can restrict the above rights in certain circumstances for example to avoid obstructing an investigation, avoid prejudicing the prevention, detection, investigation or prosecution of criminal penalties or to protect the rights and freedoms of others.

Data Protection Officer

You can contact the data protection officer at:
Loxley House,
Station Street,
Nottingham,
NG2 3NG
or at data.protectionofficer@nottinghamcity.gov.uk .

Information Commissioner's Office

The Information Commissioner's Office (ICO) website provides guidance on data protection and privacy matters, you can visit the website at www.ico.org.uk. You also have the right to complain to the ICO if you consider that the Council have processed your personal data incorrectly or that we have breached our obligations to you. You can contact the ICO at:

Wycliffe House,
Water Lane
Wilmslow,

Cheshire
SK95AF

www.ico.org.uk

Further Information

For more information about these rights please refer to our detailed privacy statement at https://www.nottinghamcity.gov.uk/privacy-statement .