

Woburn Heritage Centre CIO General Data Protection Regulation (GDPR) Online Newsletter Policy 2024-2028

1. Introduction

1.1 The GDPR Online Newsletter Policy for the Woburn Heritage Centre CIO spans from 2024 to 2028. It will be officially adopted at the Annual General Meeting for the year ending December 2024, to be held in February 2025, and reviewed periodically until the next comprehensive evaluation in February 2028.

1.2 This policy delineates an approach to interacting with the public through the online newsletter (<https://woburnheritagemuseum.co.uk>). Commitment to protect the privacy of subscribers and to ensure that personal data is handled responsibly and in accordance with the GDPR, is outlined in this policy. The policy also outlines collection, use and protection of subscribers' data.

2. Statement of Purpose

Woburn Heritage Centre CIO exists to preserve and maintain the Heritage Centre, the museum, in Old St Mary's Church, Woburn, and to conserve the artefacts of the Woburn Heritage Centre for the benefit of current and future generations of Woburn village community and the general public.

3. Collection of Personal Data

Subscribers' personal data will include full name and an email address.

4. Purpose of Data Collection

The data outlined above will be used for the sole purpose of sending the newsletter. The newsletter includes details of news and upcoming events related to Woburn Heritage Centre and Woburn village activities.

5. Legal Basis for Processing

By subscribing to the newsletter subscribers consent to the processing of personal data for the purpose outlined in this policy. Subscribers have the right to withdraw their consent and subscription at any time.

6. Data Storage and Security

Personal privacy and security are important. Email addresses are handled with the utmost care. Data is securely stored on a database, and is strictly confidential. Data will not be shared with any third parties.

7. Updates to the Policy

The GDPR Online Newsletter Policy may be updated from time to time to reflect changes in practices or legal requirements. Updates will be posted on the website.

8. Acceptance of GDPR Online Newsletter Policy

A subscription to the online newsletter shows acceptance of the policy and processing of personal data.

November 2024