

Your Privacy Information – Heritage Project Study

Should you wish to know more about how we look after your personal information please access the Council's general Privacy Information, which can be found here: <http://www.southglos.gov.uk/privacy>

Your Information

This Privacy Information relates to the personal information you have provided by completing our Heritage Project questionnaire. You should be aware that the information includes potentially sensitive data about your age, ethnicity and mobility.

We have made sure we will use your information according to the UK Data Protection laws by establishing the condition of explicit consent which you have positively demonstrated by voluntarily completing the questionnaire.

How we'll use your information

We'll use your information to establish who is visiting our museums and engaging with heritage in South Gloucestershire in order to ensure we are meeting the needs of the whole community, whilst complying with the established lawful conditions.

Who we can share your information with

In order to complete our study your survey information will be sent securely by this museum to South Gloucestershire Council for analysis.

The findings will be completely anonymised and your personal data will not be shared with anyone else. The exception being in rare circumstances where we may be legally obliged to share your data with regulatory bodies and other public organisations for the detection and prevention of crime.

How long we'll keep your information

We'll keep your information for no longer than necessary to enable us to complete our study, which we intend to complete by xxxxxx.

However, we may retain anonymised information about the study to help us improve our services in the future.

Transferring your information overseas

Your information will not be transferred and stored in countries outside the UK.

Your rights

You have a number of rights relating to your information e.g. to see what we hold, to ask us to share it with another party, ask us to update incorrect or incomplete details, to object to or restrict processing of it or to make a complaint about how we are handling it. As you have given us your permission to use your information for this study you also have the right to withdraw that permission at any time in the future.

If you have any worries or questions about how your personal information is handled please contact our Data Protection Officer at DPO@southglos.gov.uk or write to us

at Data Protection Officer, PO Box 1953, The Council Offices, Badminton Road, Bristol, BS37 0DB and we will be pleased to help you.

For independent advice about data protection, privacy and data sharing issues, you can contact the Information Commissioner's Office (ICO) via their [contact page](#) or call them on 0303 123 1113.