

# Brine Memories Privacy Policy

11.3.21

Brine Memories is a Heritage Lottery Funded living history project to collect and preserve memories of Droitwich Spa's Brine Baths. We have asked for interested people with these memories to contact us if they are happy to share their memories for posterity.

NLHF Project OS-19-04238

## **The type of personal information we collect**

Your name, how we may contact you and your relationship to the Brine Baths e.g. regular bather, staff member.

## **Who will see and use this information**

This information is only available to the team of administrators and interviewers during the Brine Memories project.

This information will not be sold to nor shared with any third party.

## **How we will use the information that you have given us**

To contact you as part of the Brine Memories project, for example to arrange an interview.

To reference your contribution to the Brine Memories project, including audio interviews.

## **How we store your personal information**

Your information is securely stored on a password protected file.

## **How long we will keep your information**

We keep your name and contact details until the end of this project (Dec 2021) and then it will be deleted unless there is an output recorded interview (see next point).

## **What happens if I have recorded an interview?**

Your recorded interview will become part of the Brine Memories collection. In the long term, it will be cared for by the Droitwich Heritage Centre. It will be preserved as a permanent public reference resource for use in research, publications, exhibitions, education, lectures and talks, productions, broadcasting and the internet.

Under the General Data Protection Regulation (GDPR), the lawful basis we rely on for processing this information contains provisions for archiving in the public interest which affect the application of the rights of the individual and some of the principles. This is enacted in the [Data Protection Act 2018, Sch.2, part 6, para.28](#)

## **Your data protection rights**

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at [brinememories@gmail.com](mailto:brinememories@gmail.com) if you wish to make a request.

## **How to complain**

If you have any concerns about our use of your personal information, you can make a complaint to us at [brinememories@gmail.com](mailto:brinememories@gmail.com).

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>