

British Glass Foundation

PRIVACY STATEMENT AND POLICY

We respect your privacy. Here's how we do it.

Who we are and how to contact us

The British Glass Foundation
Registered Office:
c/o Hulbert Properties Ltd
Peartree Lodge
Hulbert Drive
Dudley
West Midlands DY2 0XW

Registered Charity No: 1139252
Telephone: 01384 239019
Email: bgf@britishglassfoundation.org.uk

Our current personnel are listed under 'The Trust' on www.britishglassfoundation.org.uk

What information do we collect about you, and why?

We collect personal data *that you have consented for us to use* as part of our promotional and marketing campaign in our efforts to develop **White House Cone museum of glass (WHCmog)**.

Email, and other forms of, communications may be sent to you on the understanding that *you have consented to be informed* about BGF and **WHCmog**.

Our principal means of communication is, to date, by email and we do not yet generally undertake campaigns or information release by post or telephone. However, this may soon change as our plans progress, hence in addition to the essential email consent we may also seek consent to contact you via post or telephone.

We do not hold, nor do we seek, any information considered 'sensitive'. This includes details such as your religion, sexuality, political leanings or health. An exception to the latter may be, for example, where you wish to volunteer and, of your own volition and with your express consent, you offer us information about, say, a physical disability that precludes you from undertaking certain tasks. So then we don't embarrass you by asking.

Most of our supporters are adult and will appear on our general database but in the interests of child protection details of under-18s may be maintained in a separate section on the site, for no other reason than our communications can be moderated if necessary - albeit we cannot envisage any general instances where this would arise.

What we do with your information

We may wish to:

- * keep you informed of developments at the site such as news and events.
- * distribute communications including our in-house email bulletin *GlassCuts* or other material.
- * inform you of developments in organisations with whom we work closely.
- * send you a survey for market research purposes.
- * send you promotional, marketing or fundraising information.
- * advise you of other products, services or functions related to the work of BGF.

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In addition, there are (where applicable) some membership and donation communications that we are required to send regardless of your contact preferences. These are essential communications, deemed necessary to fulfil our contractual obligations to you. This would include Direct Debit confirmations and advanced notices, thank you letters, member benefits and membership cards, renewal reminders, Gift Aid confirmation letters and querying returned mail or bounced Direct Debit payments with you.

We routinely review your information to ensure it is current and relevant. If these criteria no longer apply, the information is permanently deleted.

You may inspect the data held on you at any reasonable time and may also correct, amend or delete some or all of the information held. This will be at no fee unless the amount of requests you make is deemed 'manifestly unreasonable or excessive' in which case a reasonable charge may be made, depending on the amount of work required to answer your requests. We will always seek proof of your identity before revealing information to you. Access requests should be made in the first instance either to the address at the head of this statement or via bgf@britishglassfoundation.org.uk

If you do not wish your details to be held in this manner or do not wish to receive further information then send an email with 'BGF Stop' in the subject field, or otherwise contact the originator by other means as *per* our 'header', who will issue confirmation of deletion by return if practicable and in any case within 48 hours. A brief indication as to why you wish to unsubscribe, though not a requirement, would be appreciated.

Who we might we share your information with

Simple. We don't. *Under no circumstances whatsoever* will such details be divulged to a third party, albeit they may already be in the public domain. This *caveat* excludes provisions where we may be obliged to disclose under jeopardy of legal order or other such requirement.

How we keep your information secure

Your details, which extend no more than necessary to distribute material as described above, may be held on a secure electronic storage and retrieval system to which only the originator and nominated deputy have access. Information is not routinely transferred externally via data stick, disc or other device or means and never leaves the possession of the information holder at BGF.

Paper records, for example hard copy consent forms or business cards collected at an event, are scanned and then destroyed immediately thereafter. Telephone calls are not recorded. No information will be held outside the European Economic Area (EEA).

How long do you keep the information?

No longer than is necessary, in line with our retention policy, or until you tell us otherwise. All information held is checked regularly for content, accuracy and relevance. We review our email details, for instance, every time we send out a communication such as our email bulletin *GlassCuts*, or a news release, and the period of such review will, in any event, be no longer than 2 - 3 years.

We may contact you at some juncture to ascertain you still wish to receive our output and that your details are accurate. And, of course, you may request your information to be deleted completely at any time.

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Our website

www.britishglassfoundation.org.uk is compiled and maintained on a philanthropic basis by The British Glass Foundation (BGF) together with contributions from its authorized associates. It has no other function than to promote the work of BGF in its aims and to disseminate information on its behalf.

Contributions from external sources that may help increase the knowledge base or be of assistance in our aims can be made via bfg@britishglassfoundation.org.uk. Whilst all comments are welcomed and may be considered for publication either on this website or in other promotional output the BGF moderator reserves the right to remove any material that is deemed offensive or inappropriate. Submission does not necessarily imply acceptance or publication.

Opinions expressed by correspondents may not reflect those of BGF or its associates. Usual protocols regarding copyright apply.

Our website contains no confidential or restricted information and hence, subject to your own Data Protection protocols, BGF welcomes onward transmission to whomsoever it is felt may be interested in our work.

Cookies are small strings of code stored on a computer to hold a modest amount of data specific to a particular client and website. You may wish to seek technical advice on this from a computer specialist but please note that we do not knowingly use cookies in managing or processing your data.

BGF will not utilise its website to approach or engage with third parties on any matters other than those pertaining to its aims and objectives as stated above. If you are approached by anyone purporting to be part of, or representing, BGF and are unsure of their authenticity then contact us direct for confirmation.

Other websites

Our links pages may contain reference to other websites. Whilst every effort will be made to ensure the accuracy of our links, BGF accepts no responsibility for external website content and this Privacy Statement applies only to our organisation.

Changes to our policy

We regularly review our Privacy policy and the statement may be modified from time to time to take account of changes. These will be posted on this page and will apply from the time we post them. Anything more than minor amendments will also be notified via our other communications channels such as bulletins or newsletters as may be the case.

This Policy was last amended on 26th April 2018 and supersedes all previous.