

Sheffield Museums

Customers and Suppliers Privacy Notice

Sheffield Museums Trust is committed to maintaining the accuracy, confidentiality and security of any personal information that we gather from you. This Privacy Notice describes the information that we collect from or about you, how we use the information and to whom we disclose that information.

What information do we collect?

We collect, maintain and retain the following types of information about our customers and suppliers:

- Company names, addresses, e-mails and phone numbers, VAT numbers, Company registration details
- Company contact names and contact information
- Bank details

We are aware that we work with a number of small businesses and sometimes the information that we hold about a supplier or customer may be personal data.

If you opted-in to receive information about selling opportunities, we will keep of a record of your name, contact details and consent.

Why do we collect information?

Information is used to administer and manage your trade with us. We will use your information to raise orders, process invoices and make payments on our accounting system. We will also use your information to contact you to inform you about selling opportunities.

Who do we share your personal information with?

We may share your information with our subsidiary company and with successor organisations. We may also share information with partners that have a direct interest in delivering a project or event that you have consented to be involved with.

We do not share your information with any other organisations without your express consent.

Sometimes as part of our procedures, we will seek verification of information through external sources, such as the Companies House website or credit reference agencies.

How is your information protected?

We endeavour to keep your information safe, secure and accurate. Procedures and policies are designed to protect your information from loss and unauthorised access, copying, use, modification or disclosure.

How long is your information retained?

Except as otherwise permitted or required by applicable law, we retain your information only for as long as necessary to fulfil the purposes for which the information was collected.

If you are on our mailing list to receive information about selling opportunities, you have a right to unsubscribe at any time by replying to the email or by contacting us at info@sheffieldmuseums.org.uk If you unsubscribe, we will delete your information.

Updating your information

It is important that the information contained in our records is both accurate and current. If your information happens to change, please let us know by e-mailing info@sheffieldmuseums.org.uk

Access to your information

You can ask to see the information that we hold about you. If you want to review, verify or correct your information, please contact info@sheffieldmuseums.org.uk

In the event that we cannot provide you with access to your information, we will endeavour to inform you of the reasons why, subject to any legal or regulatory restrictions.

Enquiries or concerns?

If you have any questions about this Privacy Notice or concerns about how we manage your personal information, please contact the Director of Finance & Resources via info@sheffieldmuseums.org.uk