

Congleton Museum

Privacy and Cookie Policy

This site is owned and operated by Congleton Museum Trust. Your privacy on the internet is very important to us. We want to make your online interaction with Congleton Museum satisfying and safe.

This privacy policy tells you what information we gather about you and how we use it, so you can remain in control of your personal data.

Information you give us

If you become a Friend of Congleton Museum, you agree to give us your name and address and usually your telephone number and email address.

Your email address will be used to deliver our electronic newsletter; you may unsubscribe from this at any time by following the link included in the newsletter or by contacting the museum. We may also contact you with news and information about museum activities and events.

We may offer you interactive polls and surveys in order to collect your views on important issues. Responses are aggregated and are not identifiable to any individual.

We will keep your personal details for the duration of your membership and for three months after you resign or fail to renew your membership, unless you have given instructions to the contrary.. We may also retain some details as long as is necessary to satisfy tax and other legal or regulatory requirements.

Cookies

We may place a small text file called a “cookie” on your computer. Cookies do not contain personal information, but they make it easier for you to use the site and enable you to participate in message boards, forums, polls and surveys. They also allow us to collect anonymous statistics.

We use cookies to track page views throughout our sites. This helps us to calculate the demographics of our audience and allows us to better tailor our content to readers’ needs.

We also sometimes track and catalogue the search terms you use on our site to help us to determine which areas of our sites users like and which they don’t like. We do not track what individuals read, but how well each page performs overall.

You can manage cookies in your browser settings. The All About Cookies website explains how to do it: <http://www.allaboutcookies.org/manage-cookies/>.

Collection Management

If you give or lend artefacts to the museum, we will collect your contact details and signature. This information is held in paper records and also recorded by COMACS, our collection management system.

These records are retained long term, in line with Arts Council England regulations and guidance prepared by the Collections Trust as proof of the collection's authenticity and the item's provenance.

Audience Measurement

We may occasionally conduct audience measurement surveys to help us understand our visitors experience and plan future developments. The data we collect is anonymised.

Children

We will never knowingly request personal information from anyone under the age of 13 without prior parental consent.

Sharing information

We will only use your information for the purpose it was collected for. We will not share information about you with any third party, except to comply with applicable law or valid legal process or to protect the personal safety of our visitors or staff.

Security

CMT operates secure data networks protected by industry standard firewall and password systems. Our security and privacy policies are periodically reviewed and enhanced as necessary and only authorised individuals have access to the information provided by our customers.

Your consent

By using this site, you consent to the collection and use of this information as defined in this policy.