

# Privacy Notice: Durham History Centre

This Privacy Notice tells you about what information we collect about you, how we use that information and who we share it with.

## 1. Who we are and what we do

The Durham History Centre project will bring together important heritage collections, alongside the county's registration service, at Mount Oswald. The project will also bring the collections together digitally.

The Durham History Centre project has received a National Lottery Heritage Fund Grant and as part of the conditions of the grant, we will be encouraging a wide range of people to be involved with volunteering for this project. The Durham History Centre will gather information about the protected characteristics of volunteers to enable us to monitor our performance with the conditions of the grant and to achieve funding outcomes.

The [Durham County Record Office](#), [Culture and Sport](#) and [Archaeology](#) will recruit volunteers for the Durham History Centre project.

For the purposes of Data Protection, Durham County Council is the Data Controller

## 2. What type of personal information do we collect and how do we collect it?

The Durham History Centre project collects data on some of the areas covered by the Equality Act, also referred to as protected characteristics:

- Age group
- Locality
- Whether you are currently in Further/Higher education

We also collect the following special category data:

- Whether you have a disability
- Gender
- Ethnicity
- Sexual orientation

In some instances, for example if you have a Microsoft account, the form will also collect your name and email address. If this happens, we will remove it from our records in order to keep your data anonymised.

As part of a separate form we will collect information on the number of volunteer hours you have provided for the project. As part of this we will ask for your name. The two forms are not linked so your personal data will remain anonymous.

We may ask volunteers for their views on their experience of working on the project.

We collect your personal data via an online form:

- When you register with the Durham History Centre project as a volunteer

- Project feedback forms

As part of our consultations and engagement activities about the Durham History Centre, we may ask if people would be interested in applying to be part of a focus group to further discuss history centre plans. If people are interested, they will be asked to provide their email address at the end of survey.

### **3. What is our lawful basis to obtain and use your personal information?**

We will use the following legal basis to obtain and process your personal data:

- the data subject has given consent to the processing of his or her personal data for one or more specified purposes

For special category data, which is more sensitive information, we rely on the following:

- the data subject has given explicit consent to the processing of those personal data for one or more specified purposes

### **4. What is your personal information used for?**

As a large part of the History Centre project is being funded by the National Lottery Heritage Fund we will use your Personal Data:

- To demonstrate to the National Lottery Heritage Fund that a wide range of volunteers have been involved in a project that they have grant funded

We will also use your Personal Data:

- To support our ongoing aim of attracting a wide range of volunteers
- For assessment and analysis purposes to help improve the operation of our services

As part of our consultations and engagement activities about the Durham History Centre, email addresses provided will be used to contact people about focus groups or similar activities.

### **5. Will your personal information be shared?**

Anonymised aggregated information will be shared with the National Lottery Heritage Fund. You will not be identifiable from the data which is shared.

As part of our consultations and engagement activities we may work with an external partner who will arrange the focus groups. Therefore we will share any email addresses provided with this external partner but they will not share the email addresses any further.

### **6. How do we keep your information secure?**

The security of your personal information is important to us. The records we keep about you are stored securely with only the Durham History Centre Programme Lead and Project Manager having access to them.

The information we share with the National Lottery Heritage Fund is anonymised. They are also under a legal to only use the information for the purposes agreed and keep the information secure and confidential.

## **7. How long will we keep your personal information?**

We will keep your information as a business record of our volunteers for the duration of the Durham History Centre project and for up to one year after the project ends.

We will only keep your email address for the duration of the consultation period.

## **8. Personal information processed outside of the European Union (EU)**

We do not process your personal data outside of the EU

## **9. Marketing**

At no time will your information be used or passed to others for marketing or sales purposes, or for any commercial use without your express consent.

## **10. What are your information rights?**

Your Information Rights are set out in the law. Subject to some legal exceptions, you have the right to:

- request a copy of the personal information the council holds about you
- have any inaccuracies corrected;
- have your personal data erased;
- place a restriction on our processing of your data;
- object to processing;

To exercise your rights, you can apply on line or download an application form from the [DCC website](#) or you can contact the data protection team at [inforights@durham.gov.uk](mailto:inforights@durham.gov.uk)

To learn more about these rights please see the [ICO website](#).

## **11. Further Information**

Our Data Protection Officer (DPO) provides help and guidance to make sure we apply the best standards to protecting your personal information. If something goes wrong with your personal information, or you have questions about how we process your data, please contact our Data Protection Officer at [DPO@durham.gov.uk](mailto:DPO@durham.gov.uk) or write to:

DPO  
Floor 4 Room 143-148,  
Durham County Council  
County Hall,  
Durham County Council  
DH1 5UF

If we have not been able to deal with your query, you can also contact the Information Commissioner's Office:

Information Commissioner's Office  
Wycliffe House  
Water Lane Wilmslow  
Cheshire  
SK9 5AF  
Telephone: 0303 123 1113 (local rate) or 01625 545 745