



DATA PROTECTION POLICY FOR THE NMSI

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If after reading this policy you have any questions or need help regarding Data Protection please contact the Corporate Information and Enquiries Manager on x4145. Bulletins prepared by Farrer & Co (The NMSI's appointed solicitors) are available for you to read. One covers the principles and requirements of the Act, while the other provides information and advice on the Act and its effect on the Media. Both are available in the Documentation Centre.

1. INTRODUCTION.

- The Data Protection Act 1998 came into force on 1st March 2000. The Act governs the way all of us 'process' information about identifiable living people. The statutory definition of 'processing' is very wide and includes obtaining, storing, using, sharing and even destroying such information. Any NMSI employee who stores or uses such information about individuals is subject to the Act.

This policy outlines the requirements of the Act and your responsibilities. You must ensure you are fully aware of the terms of the 1998 Act and its implications on the NMSI, your department and more importantly you individually. You should read the Data Protection Guidelines which accompany this policy and the 'Do's and Don'ts' guide.

Compliance with the Act by NMSI is your responsibility. Failure to comply with the Act may lead to formal complaints against NMSI and even Court action, all of which will involve bad publicity and unnecessary costs and expense. As well as civil liability, the Act in some cases can impose a criminal liability on NMSI and it is the responsibility of all staff to be familiar with their obligations under the Act.

2. THE ACT

The 1998 Act aims to strike a balance between the rights of individuals to privacy on the one hand and the legitimate interests of organisations in processing data as part of their business activities on the other.

Anyone processing personal data must comply with the Eight Data Protection Principles, and a brief description of the requirements of each principle can be found below. By ensuring that you adhere to these principles and other requirements found in the Act described in this note, you and the NMSI should be compliant with the law.

A more detailed explanation of the Eight Data Protection Principles is found in section 7 of this policy, however, in summary, the Principles require data always to be:

- processed fairly and lawfully;
- obtained for specified purposes and only processed in accordance with those purposes;
- adequate, relevant and not excessive;
- accurate and up to date;
- kept only for so long as is necessary for the specified purposes;
- processed in accordance with the data subject's rights;
- kept secure;
- transferred outside the EEA only when the country in question ensures an adequate level of protection for data subjects.

Processing

The word 'Processing' is defined broadly in the Act and covers almost any action involving personal data. That includes obtaining, recording, holding, consulting, using, altering, disclosing and even destroying personal data. Under the Act processing of non-sensitive personal data (see below) may only be carried out where one of the several conditions has been met; two most relevant for the Museum are (see section 7 for the other conditions):

- the individual has given his or her consent to the processing. This is the easiest way to ensure that processing is fair; or
- the processing is necessary in order to pursue the legitimate interests of the data controller (The Trustees of the Science Museum) or third parties (unless it will prejudice the interests of the individual). A useful test to use in relation to this condition is the 'surprise test'. If an individual might reasonably be surprised to learn that the Museum has processed his/her data in a particular way it may be more difficult to say that it is in the legitimate interests of the Museum and not prejudicial to the interests of the individual.

Personal Data

Personal Data is defined by the Act as any information, which is processed about living individuals from which the person is identifiable. The definition includes both facts and opinions about that individual, who is defined in the Act as "a data subject". A mere passing reference to an individual will not constitute their personal data; the information must a) be biographical and b) have the data subject as its focus.

Data can take the form of both electronically stored information (such as databases) or manual, paper-based filing systems.

Sensitive Personal Data

The Act also defines and identifies certain personal data as 'sensitive personal data'. "Sensitive personal data" is defined as data relating to a data subject's:

- racial or ethnic origin
- political opinions
- religious or other similar beliefs
- trade union memberships
- health

Cont...

- sex life
- alleged criminal offences and criminal proceedings or convictions

- The processing of sensitive data is subject to greater regulation under the Act. In addition to satisfying one of the conditions for the processing of non-sensitive personal data (see the section on 'processing' above), processing of sensitive personal data can only generally be carried out where the data subject has given his or her explicit consent; please see section 7 for the other conditions.

Manual Data

The Freedom of Information Act 2000 has extended the scope of data to which the Data Protection Act applies for public bodies. Paper based filing systems, card indexes and other non-electronic collections of data are now subject to the Act. Remember, if manual records need to be searched in response to a subject access request (see further below), the data subject must still supply you with the information you reasonably need to locate the personal data requested.

It is essential that you are fully aware of the requirements of the Act and the responsibilities that you have as an NMSI employee.

3. QUESTIONS ON DATA PROTECTION

Set out below is a series of questions to ask yourself whenever you are processing personal data at work. These are designed to help ensure compliance with the Act. If you have any further questions or require more information please contact the Corporate Information and Enquiries Manager.

Why am I collecting this data in the first place and do the individuals know I have data about them?

Your reasons for processing data should always relate to your employment at NMSI, and will probably fall into at least one of the following categories:

- Administrative purposes
- Dealing with enquiries
- Personnel purposes
- Marketing
- Publicity
- Committee management
- Contractual purposes

If there are no good work-related reasons for processing data, then you probably shouldn't be collecting it in the first place. Data subjects will normally be aware of the processing and thus impliedly be consenting to it. However, never assume this and always remember the greater regulation of processing 'sensitive personal data' (see below).

What will I use this data for?

You must have a valid reason for using or storing personal data – keeping it "just in case" will not always be a sufficiently good enough reason. Data subjects must always be aware of why NMSI is processing their data. Common examples of why NMSI processes data are set out below:

- Contractual details to determine legal title, contractual obligations etc.
- Membership details of any work-related societies
- Membership lists of Science Museum Library
- Mailshots

- Personnel Purposes
- Invitation lists
- Internet/Intranet information
- Historical record-keeping

How long will I need to keep this data?

The Act stipulates that data should not be kept for longer than is necessary and should, where necessary, be accurate and up to date. This means that you must regularly consider the need to update data or otherwise delete it from your records if it is no longer required either now or in the future. Set out below are examples of what you may need to consider:

If the individual is a contact within a company, then keep this record only as long as this information is accurate. If the contact changes, ensure the old name is replaced with the new one.

In the case of mailing lists, they should be checked regularly to ensure that names and addresses are correct. If mailings are returned by the Post Office as undelivered, the records must be amended to show an address is incorrect or even deleted altogether. Data subjects on the mailing list periodically should be given a prompt to update their details with NMSI and given the opportunity to remove themselves from the mailing list if they no longer wish to receive mailings.

In the case of Personnel, remember that there are a variety of statutory time periods that need to be observed, but once these have elapsed, it may be that certain data is no longer required to be kept on file. Please consult the Corporate Information and Enquiries Manager in the first instance.

In general, Information of historical interest can be kept indefinitely, e.g. object records.

Is any of this data 'sensitive personal data'?

More stringent data protection principles and restrictions apply to 'sensitive personal data'. (Detailed advice on what is considered 'sensitive' can be found under 'The Act' in section 2 of this policy).

Most personal data you will collect will be name, address, phone number, and not much else. Most museum departments cannot justify collecting more sensitive data apart from Personnel, who may need other details such as religion, next of kin etc. Unless it is necessary to do so, you should refrain from collecting sensitive data.

If you need to collect sensitive data you should consult the Corporate Information and Enquiries Manager to ensure compliance with the Act. For example, you may collect health data in organising a function where you ask for details of special dietary requirements. Always remember the additional provisions of the Act, which apply to sensitive personal data.

Have I got adequate security measures in place to ensure no unauthorised person can access information?

If your data is in manual form, are there adequate safeguards to prevent unauthorised access to files? Cabinets and cupboards should be locked, and

files marked restricted/confidential where these are appropriate measures for the data concerned.

If it is in electronic form, are your databases password protected? Always ensure nobody can access your computer if you leave it unattended.

If you are using a laptop, remember that, if stolen, data could be accessed by unauthorised persons.

If you are processing sensitive personal data, security measures must be even tighter both in practical terms and in terms of the number of people who are authorised to have access to such data.

In the case of manual data, ensure this goes to secure shredding when destroyed. In the case of electronic data, ensure 'deleted' files are always properly deleted.

Do I hold data in a manual form?

The 1998 Act does extend to manual files (see above). Apply your responsibilities under the Act equally to electronic and paper records and seek advice in case of uncertainty.

Do I still need this manual data?

All manual records should be reviewed as to whether the information stored in them is still required. If it is not required, you should consider destroying the files. Any policy of destruction must, however, fit in with the Museum retention policies – where most files will be first reviewed between two and five years after closure, and generally in terms of retaining employment data or contracts (for example) for certain statutory minimum periods. Please consult the Corporate Information and Enquiries Manager for advice on this.

Do the individuals know I store data about them and why? Do I have their consent?

Under the Act, you have a responsibility to ensure 'fair processing'. This means that individuals should know what personal data you record about them and why. Always ensure the processing is lawful by virtue of the data subject's consent or by virtue of one of the other provisions that permit processing without consent (see above).

If you change your reasons for processing, you **must** tell the data subjects concerned and also get their consent for this change of use.

For example, if you are a Secretary to a particular group, then you must let all group members know we will use their names and addresses only for group business if that is the case. If marketing were keen to use this list for a mailshot, then ideally this could only be done if group members had agreed to their personal details being passed on to and used by other areas of museum activity. It is therefore better to gain express consent for all reasonably conceivable purposes from the outset when data is first obtained from data subjects. If consent had not been given to marketing, it may still be possible to see this as within NMSI's 'legitimate interests' in promoting itself and therefore permissible without consent, provided individuals are always given the opportunity to 'opt out' of receiving such marketing material in the future. More stringent rules apply if you intend to send marketing material electronically (see next question).

See section 7 to see when processing is permitted without consent (in the case of non-sensitive data) and without explicit consent (in the case of sensitive personal data).

You will find a precedent clause for adaptation and inclusion in the pro forma letters/forms in the policy appendix.

If the processing of personal data is necessary for purposes that are of legitimate interest to NMSI, you will be exempt from the requirement to obtain consent. However, there must be no unwarranted prejudice to the individual's rights, and the data must not be sensitive.

In the majority of cases where you do not have consent, this exemption will permit the processing of non-sensitive personal data, but you should check with the Corporate Information and Enquiries Manager or the legal Adviser. Also, wherever possible, make and take any opportunity to inform data subjects whose consent we do not have that NMSI is processing their data and to state the reasons why. The following section suggests ways of doing this.

Can I send marketing information via email to a list of contacts?

The new Privacy and Electronic Communications Regulations 2003 came into force on 11 December 2005. They place many more restrictions on marketing to individuals via email (or SMS text message or other electronic means) than via post.

The Museum may only send electronic marketing messages to a data subject who has previously notified the sender (i.e. the Museum) that he consents to the sender sending emails to him for direct marketing purposes. An exception may apply if the information has been gathered in the course of sale (i.e. through the Museum's online shop) and the Museum wishes to market similar products or services to that individual; particular wording should be included in any such 'follow-up' email and advice should be sought on this.

The Museum must therefore be very careful before sending electronic marketing especially as 'marketing' covers not just marketing of products or services but of ideas/campaigns/invitations to events.

Advice should be sought from the Corporate Information and Enquiries Manager before using email lists for marketing purposes.

Would it be feasible to inform people whose data we already hold and obtain their retrospective consent to process it?

Clauses have been drafted and approved by legal advisers, for inclusion in forms and letters to inform people that we are collecting data about them and to obtain their consent for processing it.

Consideration should be given to databases you already hold. If you hold data on any living person, you should inform them that you do, and what you intend to do with that data. This will be easy enough to do in some cases – for example, it is possible to add something to the next mailshot on a marketing database. For databases such as the object database, however, the cost of informing every donor, vendor and lender could be prohibitive and specific advice should be sought. These requirements are less onerous where the data has come from a third party (other than the data subjects themselves) and it would involve a

'disproportionate effort' to provide this information to the data subjects. Again, advice should be sought in the case of uncertainty.

Have I got mechanisms in place to ensure my records are up to date, accurate and necessary?

If you do store personal information you must only keep it for as long as necessary, so you should have a system in place to review your databases regularly. This would allow someone who has dropped out of the membership of a particular group; a school that has not responded to correspondence; an individual who hasn't bought from the mail order catalogue for, say two years, etc. to be removed from the database if it is believed their contact details were inaccurate or no longer needed.

Similarly, if a school informs you of a change of contact, or someone informs you of a change of address, you must have a system in place to ensure this information is acted upon and that databases are amended accordingly.

Make sure all spellings are accurate etc. – by having a regular review of databases, and a checklist to go through when doing this, you should be able to ensure that the database is correct. This should also satisfy the Commissioner that utmost efforts are being made to comply with the Act.

If someone expressly asks to be removed from a database, this **MUST** be done immediately unless there is a good reason for not doing so. However, you should keep a record that the person has been removed to ensure they are not added again from a different source – please consult the Corporate Information and Enquiries Manager or the Legal Adviser if in doubt.

If the individuals are company contacts, are they aware their details are being stored and why?

Many of you deal with organisations, not individuals, but the contacts at those organisations are individuals and still have rights. They should be treated in the same way as other individuals, and therefore, informed that their details are being stored as a contact for their employer although this may not be strictly necessary if it is obvious to them that their details are held in this way. If their details were then to be used for mailshots they must be given the opportunity to opt out of receiving such material in the future if they have not given their consent.

Remember, even if documents contain someone's name, it will only be their personal data if it is (a) biographical; and (b) has the individual as its focus.

Will data be transferred outside the EEA?

Most of you are only likely to collect data to be circulated within the UK or the EEA but occasionally you may collect data that is to be transferred overseas and, in particular, outside of the EEA. Countries outside of the EEA may not provide the same level of data protection as those in the EEA. The Act specifically regulates the transfer of any data by NMSI to countries outside of the EEA.

For example, to ensure compliance with the Act, the reasons for sending information worldwide must be necessary for performance of a contract, or with the individual's express consent, (after he/she has been made aware of the lower levels of data protection operating in the recipient country), or with the Commissioner's permission. Advice should always be sought where such a transfer outside the EEA is likely.

What if I publish details on the internet?

Publication on the internet will not constitute a transfer outside the EEA provided that the hosting provider is located within the EEA. You must still ensure that such publication is fair processing of the individual's data. remember that the Internet is a 'worldwide tool'. Individuals should be made aware if their details are being circulated on the Internet and why this is so. This largely has implications for the publishing of museum staff details on the Internet but it may also concern members of staff who are acting as representatives of a work related group whose members are outside the Museum.

Do I store information I never use?

If you do, then you should consider deleting or destroying it, as it is likely that it is no longer necessary for you to keep it. Always remember to think carefully, however, about future uses of such data (for the Museum's activities or records, for example, or other legal reasons) before destroying anything.

Are there any exemptions to the Act?

While there are exemptions, it is better to work on the basis that there are none. If a situation arises in which you feel compliance with the Act seems unreasonable or unlikely to be required, please contact the Corporate Information and Enquiries Manager or Legal Adviser for advice.

What do I do if someone wants to see his or her personal data or withdraws his or her consent for use?

All 'subject access requests' (i.e. any form of request to see data held by NMSI) should be dealt with through the Corporate Information and Enquiries Manager, as should withdrawals of consent for particular forms of processing.

Does the Data Protection Officer for the Corporate Information and Enquiries Manager know I am processing personal data?

If they do, then that is fine. If not, inform him/her immediately because it must be included in NMSI's Notification Document (see below).

4. NOTIFICATION PROCEDURE (THE TRUSTEES OF THE SCIENCE MUSEUM)

Under the Act those organisations or persons that process personal data are known as 'data controllers'. The NMSI is registered as a 'data controller' under the Data Controller name, **THE TRUSTEES OF THE SCIENCE MUSEUM**. The act requires all data controllers to notify the Information Commissioner that they will be processing personal data. This procedure, known as 'Notification', allows the Commissioner to compile a public register of all data controllers and the purposes for which they say they are processing personal data.

The NMSI completed the process of "notification" to the Information Commissioner 16 April 2002. Under the notification process we disclosed the types of personal data we intend to process, the intended disclosures of the data and the purposes (reasons) for which the data are to be processed.

IMPORTANT PLEASE NOTE

Only the staff and departments that come under NMSI (The Trustees of the Science Museum) are authorised to process data covered by the purposes that they have notified

under. Staff and departments that come under NMSI Trading must refer to the Data Protection Policy for NMSI Trading, for a list of the purposes that they have notified under.

The different purposes for processing personal data will normally come under one of two categories, Standard Business Purposes or Other Purposes. A list of the purposes that The Board of Trustees of the Museum has notified under, along with a description of what each purpose covers, can be found in the Appendix of this policy. Or you can visit the Data Protection Register web site at <http://www.dpr.gov.uk/search.html>.

If you believe that you are 'processing' personal data (remember its wide definition) for any purpose that has not been listed under The Trustees of The Science Museum's notification, please contact the Corporate Information and Enquiries Manager.

5. TRANSFERRING DATA

Through the notification procedure we must also indicate whether personal data will be transferred outside the European Economic Area (EEA). The EEA consists of the 25 EU member states and Iceland, Liechtenstein and Norway.

All of the countries listed in the EEA have agreed to provide the equivalent amount of legal protection to any data transferred between those countries. However, if personal data is transferred to a country outside the EEA then those specific countries must be identified by NMSI and additional regulation under the Act applies (see above).

Under The NMSI's notification only two of the purposes are indicated as "Worldwide" those purposes being - Information and Databank Administration and Advertising, Marketing & Public Relations (please go to the policy Appendix to see a description of each purpose). **If you process data outside the EEA for other purposes please contact the Corporate Information and Enquiries Manager.**

6. RIGHTS OF THE INDIVIDUAL

The data subject is the 'individual who is the subject of personal data'. Data subjects have various rights under the Act which include:

- Access to personal data relating to them and processed by data controllers such as NMSI.
- Rights to take action to rectify, block, erase or destroy inaccurate data.
- Rights that no decision be taken in relation to them by a purely automated process.
- Rights to prevent processing likely to cause damage, or distress.
- Rights to take action for compensation if the individual suffers damage by any contravention of the Act by the data controller.
- Rights to prevent processing for the purposes of direct marketing.

The right to access data processed by NMSI (by way of a 'subject access request') highlights the need for data controllers such as the NMSI to consider whether certain personal data should be held in the first place. Embarrassing or unlawfully processed data will be subject to rights of access, and care should be taken at all times to ensure compliance with the Act. Any failure to do so may come to light in the case of a subject access request.

If you receive a subject access request please refer it immediately to the Corporate Information and Enquiries Manager.

7. THE EIGHT DATA PROTECTION PRINCIPLES

The NMSI as a Data Controller must comply with the “Data Protection Principles”. All aspects of our processing must be kept under regular review to ensure that these principles are complied with at all times.

First Data Protection Principle

Personal Data shall be processed fairly and lawfully.

This means you can only collect, store and use data for legitimate Museum or Trading Company business, such as fulfilling contractual obligations, dealing with complaints/enquiries and general administration. As referred to above, data subjects should always be aware that NMSI is processing their data and for what purposes. The consent of data subjects should be obtained to processing unless one of the other conditions is fulfilled that may permit processing of data without it. These are:

- it is necessary for the performance of a contract with the individual;
- it is required under a legal obligation
- it is necessary to protect the vital interests of the individual;
- the processing is necessary to carry out certain public functions;
- it is necessary in order to pursue the legitimate interests of the data controller (The Trustees of the Science Museum) or third parties (unless it will prejudice the interests of the individual).

Sensitive personal data should only be processed with explicit consent of data subject unless one of the following conditions applies:

- the data subject has given his or her explicit consent
- it is required by law to process the sensitive data for employment purposes
- it is necessary in order to protect the vital interests of the data subject or another person
- it relates to the administration of justice or legal proceedings
- it is in relation to the activities of certain not-for-profit organisations
- the data subject deliberately made the sensitive data public
- it relates to certain medical purposes
- in the case of racial data, it is necessary to monitor equal opportunities

Second Data Protection Principle

Data shall be obtained for specified purposes and only processed in accordance with those purposes.

This means that you are obliged to tell people that you are storing and using their data and for what reason. If there is likely to be any other reason for using this data – for example, the education database being accessed by the marketing department, then ideally you should get consent from the individuals concerned or otherwise ensure that any other use which is within the legitimate interests of NMSI is made known to the individuals and they are given the opportunity to opt out.

Third Data Protection Principle

Personal data shall be adequate, relevant and not excessive.

You should not keep information about a person that you do not need for your specified purpose.

Fourth Data Protection Principle

The data shall be accurate and, where necessary, up to date

You must check the accuracy of personal details when they are first given to you – which will mean having some verification system in place. You should also have a system whereby details are checked periodically for accuracy. In addition, if someone wishes to be removed from the database, or informs you of changes to their personal details, you should amend your databases (or other storing systems) accordingly and do so immediately.

Fifth Data Protection Principle

Data shall be kept only for so long as is necessary for the specified purposes

This means you must have procedures in place to remove data when it is no longer needed.

Sixth Data Protection Principle

Data shall be processed in accordance with Data subjects' rights under the Act

The rights of data subjects are set out above. Any failure to comply with these rights by NMSI could lead to a complaint to the Information Commissioner or even legal action in the courts.

Seventh Data Protection Principle

Data shall be kept secure

Appropriate security measures should be in place to ensure no unauthorised person can access personal data processed by NMSI. For example, computer databases should be password protected and you should not leave the database open on your PC when you leave your desk. If your data is in manual form, you should ensure it is stored securely and in locked cabinets if this is thought appropriate. Special care should be taken with laptop computers.

Eighth Data Protection Principle

Data shall be transferred outside the European Economic Area only when the country in question ensures an adequate level of protection for data subjects

This will not affect most people but if data is likely to go to countries outside the EEA like the USA, for example, particular regulations apply under the Act. Publication of data on the internet will not constitute publication outside the EEA provided the hosting provider is located in the EEA. It must, however, be fair and meet the requirements of the first data protection principle. (See section 4. Notification - transfers outside the EEA). Always ask for advice in the case of uncertainty.

Appendix i.

Description of each Purpose listed under the notification of, The Trustees of The Science Museum.

The different purposes for processing personal data will normally come under one of two categories, Standard Business Purposes or Other Purposes. Below is a list of the purposes that the NMSI registered under, along with a description of what each purpose covers:

Standard Business Purposes:

- Staff Administration
Appointments or removals, pay, discipline, superannuation, work management or other personnel matters in relation to the staff of the data controller.
- Advertising, Marketing & Public Relations – (notified as **Worldwide**)

Advertising or marketing the data controller's own business, activity, goods or services, and promoting public relations in connection with that business or activity, or those goods or services.

- Accounts and Records
Keeping accounts relating to any business or other activity carried on by the data controller, or deciding whether to accept any person as a customer or supplier, or keeping records of purchases, sales or other transactions for the purpose of ensuring that the requisite payments and deliveries are made or services provided by him or to him in respect of those transactions, or for the purpose of making financial or management forecasts to assist him in the conduct of any such business or activity.

Other Purposes:

- Fundraising
Fundraising in support of the objectives of the data controller
- Information and Databank Administration – (notified as **Worldwide**)
Maintenance of information or databanks as a reference tool or general resource. This includes catalogues, lists, directories and bibliographic databases.
- Research
Research in any field, including market, health, lifestyle, scientific or technical research. The nature of the research undertaken must be given.
- Property Management
The management and administration of land, property and residential property and the estate management of other organisations.
- Education
The provision of education or training as a primary function or as a business activity.
- Benefits, Grants and Loans Administration
The administration of welfare and other benefits. An indication of the type(s) of benefit being administered must be given.

Appendix ii

Example Standard Pro Forma

PLEASE NOTE. You must contact the NMSI Legal Adviser for advice and legal compliance on the use consent clauses and contracts.

Draft Data Protection Clause - Consent

The [Science Museum / NRM / NMPFT / NMSI Trading] is registered under the Data Protection Act 1998 and will process your personal details in accordance with this Act. By entering into this agreement, you consent to the processing of your personal data by us for the purpose of [providing to you the services set out in this agreement] and keeping you informed of related activities. [This may involve our disclosing your details to regulatory bodies and/or third parties]. [You also consent to the transfer, storage and use of such data to/in countries outside the European Economic Area (EEA) ***ideally list the countries***] in connection with such processing. You should note that data protection laws outside the EEA may confer more limited protection on individuals].

[From time to time we may also notify you of other [goods and/or] services offered by us and/or our wholly-owned wholly owned trading subsidiary (NMSI trading Limited). [We may transfer your data to NMSI Trading Ltd to facilitate this.] If you prefer not to receive such [offers [details],] please tick here: .]

[From time to time, we may pass your details to other companies or organisations whose activities; goods or services may be of interest to you. If you do not wish us to pass on your details, please tick here: .].]

For Acquisition/Loan Forms:

The Board of Trustees of the Science Museum is registered under the Data Protection Act 1998 and will keep your personal details in accordance with this Act. By entering into this agreement you consent to the processing of your personal details by us for the sole purpose of confirming legal title of the objects concerned.

Sub-contracting

Please note that for any arrangement, under which data processing is sub-contracted to third parties, specific express written clauses are required. A contract must always therefore be drawn up and executed. Such work would include instructing third parties to carry out waste management or instructing mailing list houses to organise mailings.

In any case, involving personal data processed by NMSI and a third-party sub-contractor, seek advice from the NMSI Legal Adviser to ensure contractual clauses have been agreed.