

# BROOKLANDS MUSEUM

## Brooklands Museum Privacy Notice:

### For Current, Prospective and Former Staff and Volunteers

This Privacy Notice applies to prospective, current and former employees, workers and contractors. We also have an overarching [privacy notice](#).

This notice explains how we use the data you share with us, or that we collect about you. It details why and how we collect your data, why we keep it, what we use it for, and what you can do if you're unhappy about how we use it.

It is important that you read and retain this notice, together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal data about you, so that you are aware of how and why we are using such information and what your rights are under the data protection legislation.

Brooklands Museum processes data in accordance with the UK General Data Protection Regulation, the Data Protection Act 2018, and the Privacy and Electronic Communications Regulations (PECR). Data Protection law says that the personal information we hold about you must be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept securely
- In addition to this, the 'Accountability Principle' requires that we take responsibility for how we comply with the principles and demonstrate that compliance.

### Who are "We"?

When we use "We", "Us" or "Our" in this notice we are talking about Brooklands Museum Trust Limited, Brooklands Ltd and Brooklands Trust Members.

The full legal information for these organisations is as follows:

Brooklands Museum Trust Ltd is a data controller and we are registered with the UK Information Commissioner's Office (ICO), registration number Z2230213

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Brooklands Museum Trust Ltd is a charity registered in England and Wales (296661) and a company registered in England and Wales at Brooklands Road, Weybridge KT13 0QN (2109945)

Brooklands Ltd is a company registered in England and Wales at Brooklands Museum, The Clubhouse, Brooklands Road, Weybridge, Surrey KT13 0QN (02321226)

Brooklands Trust Members is the support organisation for Brooklands Museum. It lies wholly within Brooklands Museum Trust Ltd, but is managed by its own elected Committee and its members are Associate Members of Brooklands Museum Trust Ltd

## **How we collect data**

Most of this information is collected as a result of your engagement with the Brooklands Museum this includes applying for a role and carrying out this role for Brooklands Museum. On some occasions data will be provided from an external organisation, for example when Brooklands Museum collects references.

## **Data we collect**

Personal data is any information that relates to a living individual and from which they can be identified.

Special category data is data that is deemed particularly sensitive and requires additional safeguards to be in place.

Brooklands will collect, store, and use a variety of categories of personal data including:

- Medical conditions and any required reasonable adjustments for the role (special category data),
- Occupational health and sickness information (special category data),
- Credit Check (for certain roles only),
- Criminal Records Check (known as a Disclosure and Barring Service (DBS) check) (for certain roles only).

The data we collect includes:

- Contact details including name, address, phone numbers, email addresses
- Date of birth
- Employment history including voluntary and unpaid work
- Education history including professional qualifications
- Gender

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- Religious and philosophical beliefs (special category data)
- Ethnicity and nationality (special category data)
- Medical conditions and any required reasonable adjustments for interview and for you to undertake your role (special category data)
- Criminal Records Check (known as a Disclosure and Barring Service (DBS) check) for certain roles only
- Your identity, including your right to work
- Your contact details, and those of next of kin in case of emergency
- Recruitment information (including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process)
- Your performance at work, including attendance, probationary periods, training record, appraisal records, and also details of any changes of role, re-grading, promotion, and Annual Review rewards
- Disciplinary, grievance and performance management information
- Information related to your work and use of some of our facilities
- CCTV footage and other information obtained through electronic means such as swipe/identity card records
- Information about your use of our information and communications systems
- Photographs
- National Insurance number, bank account details, payroll records and tax status information
- Copy of driving licence where your employment involves driving (excluding driving to and from work)
- Information about your health and wellbeing, occupational health interactions, medical condition, health and sickness records, disability information, and mental health,
- Information relating to maternity, paternity, shared parental or adoption leave.

## **Criminal Convictions**

Where relevant to the role, employed or voluntary, the Brooklands Museum will carry out appropriate background checks including a Disclosure and Barring Services Check (DBS Check). The Brooklands Museum has an Appropriate Policy Document in place which provides details on how the Brooklands Museum is complying with the law in relation to processing this data.

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## **Lawful Basis for Processing Data**

**Last Updated September 2024**

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We, and those that process personal data on our behalf, must have a lawful basis or ground for processing before we can process personal data.

For most of the Brooklands Museum's tasks the lawful basis for processing your data is to perform the contract we have entered with you. We may also process your data where there is a legal obligation to do so or where the Brooklands Museum have a legitimate interest to do so, and a legitimate interest assessment has been completed.

Special category data is data that is deemed particularly sensitive and requires additional safeguards to be in place. In most cases our legal basis for processing special category data will be either Article 9 (a) Explicit consent or (b) Employment, social security and social protection. We may also process data under Schedule 1 of the DPA 2018 including for Equality of opportunity or treatment, Racial and ethnic diversity at senior levels, Preventing or detecting unlawful acts, Support for individuals with a particular disability or medical condition, safeguarding of children and individuals at risk or Safeguarding of economic well-being of certain individuals.

We have an Appropriate Policy Document which sets out how we comply with the additional requirements on special category and criminal offence data.

Our legal basis for processing personal data is as follows:

What we collect	Why we collect it	Legal Bases
Personal details, bank details, pension and pay information, performance reviews, managing performance and determining performance requirements, including making decisions in relation to completion of probation.	Administering the contract that we have entered into with you.	Contract
Right to Work information.	To fulfil our obligations as an employer.	Legal Obligation

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What we collect	Why we collect it	Legal Bases
Information relating to maternity, paternity, shared parental or adoption leave.	Provision of maternity, paternity, shared parental or adoption leave.	Contract
Racial and Ethnic Origin	Equal opportunities monitoring.	Legal Obligation (Equalities Act 2010)
Records of Accidents	Reporting accidents at work (work reporting the details to the Health and Safety Executive).	Legal Obligation
DBS Checks	Information about any relevant criminal convictions and offences.	Legal obligation
Collecting your IP address for the provision of our IT services and the operation of our IT network.	The provision of related services such IT services.	Legitimate interests. We need to process your personal data for our legitimate interest of maintaining security of our systems and services.
Other business and administrative information	Business management and planning, including accounting and auditing.	Legitimate interests. We need to process your personal data for our legitimate interest of allowing us to manage and carry out our business operations.

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# BROOKLANDS MUSEUM

## Data Sharing

The Brooklands Museum may have to share your personal data with third parties including service providers and government agencies.

We routinely share your data with:

- HMRC,
- Disclosure and Barring Services provider (Checks Direct),
- Medical and occupational health professionals (Occupational Health Assessment Ltd),
- Future employers in the form of a reference,
- IT services such as Microsoft,
- HR software and advisory services (Peninsula and BrightHR),
- Payroll provider – Menzies
- Pension provider – Standard Life

We ensure that any third-party we use complies with the UK GDPR and the Data Protection Act 2018. Sharing with a third-party (known as a Data Processor) will always be carried out under contract, as part of which we will specify that your data must be kept safely, used only under our instructions, and not be used for the third parties' own purposes without prior agreement.

In some instances, we may share your data with the emergency services in the event of an accident, our lawful basis to do so would be to protect your vital interests if you were not in a situation to be able to give consent. We may also need to share personal data to comply with the law or a request from a law enforcement agency such as the police.

## Data Security

The security of your data is of the greatest importance to us, and we have put in place appropriate technical and organisational security measures to prevent your personal data from accidental or unlawful unauthorised use, access, and disclosure as well as being altered or destroyed in an accidental or unlawful manner. Personal data within Brooklands Museum is only shared with those who need to access it to carry out their role.

We store information on paper files in our registered office, on computers located in the UK, and on reputable cloud services and third-party organisations that may be situated inside or outside the European Economic Area.

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## Data Retention

The Brooklands Museum will only retain personal data where it has a need to do so. Our Retention Schedule sets this out but, in most instances, data relating to:

- Unsuccessful applicant data is generally retained for 6 months following successful appointment of a post holder.
- Employees and volunteers is retained for the length of your employment or volunteering with Brooklands Museum + 6 years.

After the retention period has expired for previous employees and volunteers a core record may still be retained comprising on your name, date of birth, start and end dates and job title.

## Data Rights

Under the UK GDPR and the Data Protection Act 2018, you have the following rights:

- Right to be informed: This notice provides you with information in relation to how your data is processed. This ensures that we are transparent about what we will do with the information you supply to us.
- Right of Access: You also have the right to access a copy of the information we hold about you. This is sometimes known as a Subject Access Request.
- Right to rectification: You have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- Right to erasure: You have the right to ask us to erase your personal information in certain circumstances.
- Right to object: You have the right to object to processing if we are able to process your information because it is in our legitimate interests. You can also unsubscribe from our mailings and remove your details at any time.
- Rights in relation to automated decision making and profiling: We do not use data for automated decision making or profiling.
- Right to data portability: This only applies to information you have given us. You have the right to ask that we transfer the information you gave us from one organisation to another or give it to you.

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You can ask us to fulfil any of these rights by contacting us, to ensure this is dealt with as efficiently as possible please direct any data rights request to [data@brooklandsmuseum.com](mailto:data@brooklandsmuseum.com) or by writing to Data Protection, Brooklands Museum, Brooklands Road, Weybridge, Surrey KT13 0QN.

## Contact Us

Brooklands Museum is committed to processing personal data fairly and lawfully. If you have queries or concerns, please contact us at [data@brooklandsmuseum.com](mailto:data@brooklandsmuseum.com) and we'll respond.

If you remain dissatisfied, you can make a complaint about the way we process your personal information to the Information Commissioners Office (ICO). Please follow this link to the ICO website for more information <https://ico.org.uk/make-a-complaint/>. Or contact them at [ico.org.uk](https://ico.org.uk) or

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

## Changes to this privacy notice

Whenever we update our privacy notice we will update this page on our website.

Version 1: This notice was first introduced on the 23 September 2024.

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