



Privacy Policy

Introduction

The Alfred Gillett Trust values all our visitors, supporters and customers and endeavour to meet the highest standards in managing your personal information and protecting your privacy and security.

This policy explains how we collect and manage personal information and how we comply with Data Protection law.

The policy covers all your rights, and the information required under all applicable Data protection laws, including the General Data Protection Regulation ((EU) 2016/679) (GDPR) effective from 25th May 2018 and the new Data Protection Act 2018 which came into force in the UK on 23rd May 2018.

It is important that the personal data we hold about you is accurate and current. Please keep us informed at enquiries@agtrust.org.uk if your personal data changes during your relationship with us.

Who Are We?

Alfred Gillett Trust ('The Trust') is a Charity registered in England (No. 1165528), is based in Street, Somerset and is governed by a Board of Trustees. The Trust is an independent charity which does not share your information with any third parties unless required to do so by law or for us to engage with you, with your permission.

Correspondence address: The Grange, Farm Road, Street, Somerset, BA16 0BQ

The Alfred Gillett Trust archive preserves and makes available to the public heritage collections relating to C & J Clark Ltd., the Quaker family which founded the global shoemaking company nearly 200-years ago, and the local area the industry developed within.

The collections are varied and include family and business archives, shoe catalogues, point of sale materials, fossils, artwork and furniture, costume, film and sound archives, and a large collection of historic footwear and shoe making machinery.

We preserve over 100,000 historical objects and archives spanning six generations of a family firm, helping to tell the story of the development of Street as a company village with nearly 200 years of shoemaking heritage. Anyone can access these collections by prior appointment through our research and enquiries service.

The Trust offers a range of other services which aim to share knowledge about the collections it cares for. We have a full programme of exhibitions and events and our archivists and curators are available to give talks on a wide variety of topics and provide tours of the archive in Street.

We are based in the Grade II listed Grange, a purpose-built archive and museum store near Clarks Village and Clarks HQ in Street, which also houses a public reading room, seminar and conference rooms, cataloguing areas, photographic studios and staff offices.

Our Mission is to share the rich history of Street's shoe industry, demonstrating the principles of stewardship, integrity and community-mindedness, upon which the collection was founded, and inspiring the next generation of creators, thinkers and innovators.

Our vision is to inform and inspire the public by sharing the cultural history of shoemaking.

Your Personal Data

We collect 'personal data'; information that identifies a living person, or which can be identified as relating to a living person. This can include your name, date of birth, email address, postal address, telephone number, mobile telephone number, fax number, bank account details. Through our role of maintaining an archive of historical records, the Trust may also collect, organise and store information relating to individuals revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, memberships, and data concerning health and employment (Sensitive Personal Data).

The Types of Personal Data we Collect

Personal data you provide

This data is information you provide us when you:

- communicate with us,
- apply for employment,
- volunteer,
- subscribe to our newsletter,
- sign up to our social media channels,
- give visitor feedback,
- loan, sell or donate an object to us,
- register for an event,
- enquire about our facilities for hire,
- enter into a contract with us.

Personal data generated by your involvement with the Trust

This information is generated because of your activities and involvement with the Trust. This can include:

- Attendance at events,
- Use of our enquiry facility,
- Use of our reading room for research,
- Details of your areas of interest in the Trust's collections,
- How you've helped us by volunteering,
- When you have donated or loaned objects to us,
- Where you have applied for a job with us.

Personal data from third parties

The Trust sometimes works in partnership with other organisations and may collect data for the purposes of the partnership.

The Trust recommends that you check the privacy policy and statements of any third parties we work with that you provide information to, as we are not responsible for the way in which they use, share or make available your personal information.

However, the Trust will always endeavour to ensure that any partners have full and legal policies to safeguard your data.

Sensitive data

We do not normally collect or store special categories of personal data. However, there are some situations where we may need to do so. These may include, for example, if you work or volunteer with us or apply to do so, or if we need to know about any access, medical or dietary requirements you, or someone in your care, may have.

How we use your Personal Data

We collect your personal information for several reasons, such as:

- Managing events and other Trust activities you participate in,
- To provide you with services, products or information you have requested,
- To provide you with information that you have asked to receive about our work or our activities,
- For administrative purposes e.g., we may contact you about a donation you have made or event you have expressed interest in or registered for,
- For internal record keeping such as the management of feedback,
- To store your consent to marketing,
- Where it is required or authorised by law.

How we Protect your Data

The Trust has in place appropriate security measures to prevent your personal data from being lost, used or accessed in an unauthorised way, altered or disclosed.

The Personal and Sensitive Personal Data collected, stored and processed by the Trust takes both physical and digital form. Digital data is stored on the system network and is protected by anti-virus, malware and ransomware software, as well as employing password protected user-accounts with restricted access levels. The system is reviewed monthly and recommended software patches and upgrades are immediately applied. Personal and Sensitive Personal Data is also stored on the Trust's archival database and collections management system, which is only accessible to registered staff and trained volunteers. Physical copies of Sensitive Personal Data are stored in document format either within the high-security archive strong rooms accessible only to staff, or within restricted access lockable filing cabinets. Personal Data may also be kept in open storage in offices only accessible to staff.

In addition, we limit access to your personal data to those employees, agents, contractors and other third parties who have a business requirement. They will only process your personal data on our instruction and are subject to a duty of confidentiality.

In the event of any suspected personal data breach we will notify the individuals affected and applicable data regulators, where legally required to do so.

Accessing the information, the Trust has about you

You have the right to:

- Request a copy of the information we hold about you (a Subject Access Request),
- Update or amend the information we hold about you if it is wrong,
- Change your communications preference at any time,
- Ask us to remove your personal information from our records (this will not apply where it is necessary for us to continue to use the data for a lawful reason),
- Object to your personal information being used for marketing purposes.

There are some exceptions to the rights above and, although we will always try and respond to any instructions you may give us about our handling of your personal information, there may be situations where we are unable to meet your requirements in full, in which case detailed reason(s) will be given.

Cookies

The Trust uses WordPress to host our website which uses cookies for a number of different purposes. Some cookies are necessary for technical reasons; some enable a personalised experience for visitors; and some allow the display

of advertising from selected third party networks. Some of these cookies may be set when a page is loaded, or when a visitor takes a particular action (clicking the “like” or “follow” button on a post, for example). For further information see the WordPress [cookie policy](#).

The Trust also uses [Facebook](#), [Instagram](#), [Twitter](#), [Hootsuite](#) and [Mailchimp](#) to manage our social media presence. All these sites use cookies. Further information about their cookie and GDPR policies can be found by clicking the links.

Changes to our Privacy Policy

The Trust regularly reviews our privacy policy and may make changes from time to time to ensure it is up to date and working properly for you. Any changes will be posted to this policy and will apply from when they are published. This is the first version of this policy published on 3rd September 2018.

How to contact us

If you have any comments on our privacy policy, please contact us:

Email: enquiries@agtrust.org.uk

Phone: 01458 444060

Further Information

Further information on Data Protection can be found on the Information Commissioners Office website <https://ico.org.uk/>.