

Privacy Notice – Donors & Depositors to Bradford District Museums & Galleries

Who we are

Bradford District Museums & Galleries ("we", "us", "our") is part of Bradford Metropolitan District Council (CBMDC), which is registered as a data controller with the Information Commissioner's Office (ICO) under the UK GDPR and Data Protection Act. We and CBMDC are committed to protecting your rights.

What this applies to

This notice applies when you donate or deposit objects such as artworks, artefacts/objects, documents, photographs, books, or similar items to our collections.

Purposes of the processing

We collect personal information to:

- Record and maintain the provenance (e.g., how, when, and by whom items were created and acquired), supporting future researcher, displays and collection integrity.
- Manage legal compliance regarding legal ownership and transfer of an object, including adherence to any relevant legislation.
- Track loans or movement of items in or out of our custody.
- Document any significant research or conservation work (e.g. dating studies).

Personal data we collect

- A donor is asked to provide name, address, email, phone number.
- Previous owner/creator details, including biographical information about the donor or creator of items.

Special Category (sensitive) data

Only if relevant to an item's history, context, or interpretation, we **might** collect:

- Ethnicity, political/religious beliefs, health-related data, sexual orientation, or biometric information. This information will not be used for marketing purposes.

Lawful basis for processing

- For agreed donation/deposit terms - the data subject has given consent.
- Processing is necessary for the performance of a task carried out in the public interest to fulfil our role in preserving public heritage.

Lawful basis for special category data

- Substantial public interest: Processing is necessary under UK law for preserving cultural heritage, with appropriate safeguards.

Data sharing

- We do not routinely share donor or depositor data without written permission.
- Data may be shared with trusted third parties (e.g., conservation specialists, heritage bodies or researchers) as necessary and following adequate safeguards.
- Data may be shared with trusted third parties if processing is necessary for the performance of a task carried out in the public interest and following adequate safeguards.
- All processing of personal data will be fair and lawful and in line with UK GDPR.

International transfers

If personal data is transferred outside the UK, we will use compliant contracts (e.g., Standard Contractual Clauses) to protect your information.

Data retention

- We hold donor/depositor information indefinitely to preserve provenance and maintain accountability, even if the item is no longer in our collection.
- This aligns with national recommendations for museum records and Bradford District Museums & Galleries and CBMDC retention practices.

Rights for individuals under UK GDPR

- [Find out about the rights for individuals under UK GDPR](#)

What are your rights?

Please contact the Corporate Information Governance Team at dpo@bradford.gov.uk to exercise any of your rights, or if you have a complaint about why your information has been collected, how it has been used or how long we have kept it for.

You can contact our Data Protection Officer at dpo@bradford.gov.uk or write to: Data Protection Officer, City Hall, Centenary Square, Bradford, BD1 1HY.

The UK GDPR also gives you the right to lodge a complaint with the Information Commissioners Office who are the supervisory authority responsible to regulate and monitor the legislative obligations within the UK and can be contacted on 03031 231113.

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Contact details

Bradford District Museums & Galleries

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Lister Park, Bradford BD9 4NS

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