

Collections Management Forms Privacy Notice

- **Purpose**

Collections management forms (Object Entry Forms, Object Exit Forms, Loan Agreements and Research Permission Forms) used by High Life Highland Museums.

- **Description**

The above forms are required in order to manage museum collections and archives, in accordance with the national Museums Accreditation scheme and Spectrum standards. The forms apply to material on loan as well as the collections owned by The Highland Council. The personal data you provide to High Life Highland Museums on these forms will only be used for collections management, copyright compliance and research purposes. The forms also ensure that any public acknowledgment will be in accordance with your wishes, including the right to remain publicly anonymous.

- **If you don't give us your information**

In order to comply with legal 'due diligence' and the Museums Association Code of Ethics, we are unable to accept items for the collections from unidentified sources. Permission to access collections for research purposes could be denied.

- **Conditions for Processing**

Legal obligation – we must collect personal information for legal purposes.

- **Your rights**

- Access to personal data
- Rectification of personal data
- Erasure of personal data
- Restrict processing of personal data

[Find out more about your rights](#)

- **Who we share your information with**

High Life Highland will not share your details with third parties.

- **How long we hold your information**

Your information will be held indefinitely, for collections management, copyright compliance and research purposes and to ensure that any public acknowledgement is in accordance with your wishes.

- **Automated processing**

Your personal information is not subject to automated decision making or profiling.

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- **Data controller**

The data controller is The Highland Council (High Life Highland delivers services on behalf of The Highland Council).

- **Data Protection Officer**

Contact our Data Protection Officer (service provided to High Life Highland by The Highland Council):

Data Protection Officer
Highland Council Headquarters
Glenurquhart Road
Inverness
IV3 5NX
01463 702029

DPO@highlifehighland.com

- **Supervisory authority**

If you are unhappy with the way we have processed your personal information you can contact the Information Commissioner:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Tel: 0303 123 1113

<https://ico.org.uk/global/contact-us/>