

# Privacy Notice & Cookies Policy

## Northern Ireland Museums Council (NIMC)

NIMC is the lead body supporting museums in Northern Ireland. We are a Registered Company (Number NI027735) and a Charity (Registration number 101873).

At NIMC, we are committed to protecting your privacy and security. This Privacy Notice and Cookies Policy explains what information we collect about you and how we treat data that we collect from visitors to our website.

## Types of personal data collected

The data we collect may be personal data and may include:

- your name
- job title and organisation
- postal address
- telephone number
- email address and website address
- your preferences and interests

## How personal data is collected

We collect personal data that you may volunteer via forms and newsletter sign-ups on the website.

## Visitors to our Website

When you visit the [Northern Ireland Museums Council website](#), we use a service called Google Analytics to collect standard internet log information and details of visitor behaviour patterns. We do this to find out things such as the number of visitors to the various parts of the website. This information is processed in a way which does not identify anyone. We do not make, and do not allow Google to make, any attempt to find out the identify of visitors to our website.

## Email Newsletter Sign Up

As part of the sign up to NIMC's email Newsletters, we collect personal information. We use that information to keep you informed about news in the museum sector including job opportunities, NIMC events, training opportunities and grants. We may also use the information to contact you if we need to obtain or provide additional information; to check that our records are correct; to request you to participate in surveys that will help NIMC improve its services and inform the needs of the museum sector in Northern Ireland.

NIMC uses a provider called MailChimp to deliver our newsletters. We gather statistics around email opening and clicks using industry standard technologies to help us monitor and improve our email Newsletter. For more information, please see [MailChimp's privacy notice](#).

You can unsubscribe to newsletter mailings at any time by clicking the unsubscribe link at the bottom of the newsletter or by emailing the [Data Protection Officer](#).

## **Keeping your information safe**

We are committed to ensuring that your information is safe and secure. To prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

## **Do we share your data?**

We do not rent or trade email lists with other organisations and businesses. We do not disclose personal data to any third party or external organisations, other than data processors carrying out work on our behalf.

## **Links to other Websites**

NIMC's website may contain links to other websites of interest such as museums and professional organisations. This Privacy Notice and Cookies Policy does not apply to those other websites. Please check the Privacy Notice on those linked websites.

## **Access to Your Personal Information**

You are entitled to access the personal information that we hold about you, update your information, ask us to remove your information or correct any inaccuracies in such personal information by contacting us. This is called a Subject Access Request. Email your request to our [Data Protection Officer](#).

To make a valid Subject Access Request you must submit it in writing.

For more information, please click on [Subject Access Request](#).

## **Changes to this Privacy Notice**

We regularly review our Privacy Notice. The privacy notice was last updated 23 May 2018.

# Cookies Policy

## What is a cookie?

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

## How we use cookies

We use traffic log cookies to identify which pages are being used. This helps us analyse data about web page traffic and improve our website in order to tailor it to customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system.

Overall, cookies help us provide you with a better website, by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

Your can find more information about cookies at:

[www.allaboutcookies.org](http://www.allaboutcookies.org) and [www.youronlinechoices.eu](http://www.youronlinechoices.eu).