

Privacy Notice (Education Services)

This privacy notice explains how we use any personal information we collect about teachers, lecturers etc. who bring groups to the museum for self-guided visits or classroom sessions, or who receive copies of our education programme.

Sending information about the museum's education programme

We will only use your personal data to send you information about museum's education programme and associated special events with your explicit consent. We will retain your information only for as long as you wish to receive updates from us, and you may opt out at any time by emailing us at communications@armouries.org.uk or by writing to the Communications Department, Royal Armouries, Armouries Drive, Leeds, LS10 1LT.

Processing bookings

We will use the personal information of the group leader to process your booking, to help you plan your visit, and to provide you with any additional resources. We will keep a record of your booking for a period of one year after which it will be destroyed.

Evaluating the education programme and improving facilities

We will also use your details to ask for feedback on your experience, and use this information to help us evaluate our education programme and facilities, and to improve the planning and delivery of our education service. These comments are usually summarised and anonymised, and then the cards or forms are destroyed. However, if you indicate that you wish to receive a response from us, we will keep a record of your comments and our response for a period of one year after which they will be destroyed. However some group leaders provide contact details because they wish to receive a response from us.

Answering letters and emails

When we receive correspondence from our visitors, either before or after they have visited the museum, we keep copies of your emails and letters together with any response we send you for a period of one year after which they will be destroyed.

Filming/photographing Educational Groups

We sometimes undertake filming or photography of school, college or university groups at the museum for use in promoting the education service, and the images may be published on our website or in our education programme. Group leaders will be notified in advance of their visit of any filming or photography, and where this involves children or vulnerable adults, you will be sent copies of consent forms for parents or guardians to sign. The consent forms will be kept as long as the recordings are being used to ensure that the child's rights are protected, and then destroyed along with the film or photographs. In some instances we may ask parents or guardians for additional consent so that the film or photographs can be retained permanently as part of the museum's archives.