

Privacy Notice (Collections Services)

This privacy notice explains how we use any personal information we collect when we acquire or loan items.

Acquiring items for the museum's collections

We will use your personal information to manage the acquisition process in accordance with our procedures; to verify the provenance of the item you wish to sell, donate or bequeath to us; and to identify any intellectual property rights associated with it.

We are required as part of its public task to maintain a record relating to our collections, including a full history of their ownership. If the item is acquired by the museum your personal information will be retained permanently. It will not normally be made publicly available, and your consent will be sought if an occasion arises in which your name is required to be linked to an item on display or in a publication.

If the item is not acquired by the museum your personal information will be retained for a period of two years and then destroyed.

Lending items to the museum

We will use your personal information to administer the loan in accordance with the terms and conditions agreed with you, and to verify the provenance of the item you wish to lend to us. This information will not normally be made publicly available, and your consent will be sought if an occasion arises in which your name is required to be linked to an item on display or referred to in a publication. It will be retained for a period of two years after the item has been returned to you, and will then be destroyed.

Collecting/delivering of items

We may share your personal information with third parties acting on our behalf to facilitate the collection or delivery of items.