

## Privacy Statement

**Dr Johnson's House is committed to complying with General Data Protection Regulations introduced in 25<sup>th</sup> May 2018, and wish to be transparent in our activities regarding our visitor's personal information. Here is a simple guide to our practices for your reference and reassurance:**

### **Website use**

Your IP address, browser and version, operating system and the site you came from are stored when you visit the Dr Johnson's House website. This information does not contain any personal information and is only used by the museum to review website usage. If submitting a question or feedback that requires a response through the website's online enquiry form, your details and message will be passed on directly to an appropriate member of staff.

### **Newsletters**

Personal information submitted to the museum via online booking forms, newsletter sign-ups, request forms, or in physical form, will be securely stored and will not be shared with third parties. If submitting a question or feedback that requires a response, your details may be passed on to an appropriate member of staff. We use a secure online mailing system to send out our e-newsletters, which is GDPR compliant and from which you can unsubscribe at any time.

### **Online bookings and the online shop**

We use the contact information that you provide us with when you place orders with us, simply to fulfil the detail of the booking you have made. Details of online payment details go through Paypal, to which Dr Johnson's House does not have direct access. We do not hold bank account details for members of the public who place orders online or use our Shop service.

### **Sharing your information**

We do not share your information with any other organisations. We understand that lots of companies safely provide third party organisations such as mailing houses, marketing agencies or research firms, but we do not undertake any of these activities. Should this change, our privacy statement will be updated to reflect these alterations.

### **Subject Access Requests**

A Subject Access Request is an application for us to provide you with any personal data that we hold on you. We will require you to provide ID and will respond to you within 40 days. Exemptions to disclosure may apply in some circumstances. Requests should be addressed to:

The Donald Hyde Curator  
Dr Johnson's House  
17 Gough Square  
London  
EC4A 3DE

You have the right to request that we update or delete your information at any time and may do so either by writing to the above address, or by contacting us here (<http://www.drjohnsonshouse.org/contact.html>). If we have had no contact with you in a period of five years, your contact details will be removed from our system.

### **Changes to our privacy statement**

From time to time it will be necessary to update our privacy statement. This version was updated on 23 May 2018. Any amendments will be dated and declared within this privacy statement.