

## **Treasure Trove Privacy Notice**

### **1. General Information**

Treasure Trove Unit is committed to protecting the privacy and security of your personal information.

This Privacy Notice describes how we collect and use your personal information in accordance with current UK data protection legislation (UK General Data Protection Regulation (UK GDPR) and UK Data Protection Act 2018).

It is important that you read this notice so that you are aware of how and why we are using your personal information.

### **2. Data Controller**

The Treasure Trove Unit is a 'data controller'. This means that we are responsible for holding and using your personal information. We are required under data protection legislation to notify you of the information contained in this Privacy Notice. The Treasure Trove Unit shares a Data Protection Officer with National Museums Scotland, their Privacy Notice can be found here: <https://www.nms.ac.uk/privacy-notice/>

### **3. How is your personal information collected?**

We collect personal information from you when you contact us to report a find or with an enquiry. Your personal information may also be passed to us by local museums or third parties for this reason.

When we record your personal information we will let you know why we are asking and how we will use your data, by directing you towards this notice.

### **4. The personal information we collect from you**

Depending on the circumstances, we may collect, store, and use the following categories of personal information about you:

- Personal contact details such as name, home address, phone number and email address,
- Your location when the object was discovered

The Treasure Trove Unit processes the personal data you provide to us for the purpose of recording finds, undertaking investigations and object assessments.

Under Data Protection legislation the legal basis we rely on to collect and use this personal data is "legal compliance" with the Scots common law bona vacantia (ownerless goods).

### **5. Sharing Information**

If your find is claimed as Treasure we will share your personal information securely with the Queen's and Lord Treasurer's Remembrancer (QLTR) department at the Crown Office who

will progress the case from this point. You can read their Privacy Notice here:  
<https://www.qltr.gov.uk/content/privacy-statement>

We may also share data with third parties where required for the purpose of the prevention and detection of crime. We will not share your data with anyone else for any other purpose.

## 6. How we store and update your information

We store your personal data within our secure case management system. We will retain permanently records which may include your personal data where we are required to do so by law.

## 7. How we keep your information secure

We have implemented security procedures, rules and technical measures to protect the personal data that we have under our control from:

- Unauthorised access
- Improper use or disclosure
- Unauthorised modification.

Our employees and those organisations we share data with, are legally obliged to respect the confidentiality of the personal data you provide to us and to comply with current data protection legislation.

## 8. Your Data Protection Rights

Under the current Data Protection legislation, you have rights in relation to your personal data. These rights are:

The right of **access**: you have the right to know whether we are processing any of your personal data. If we are, you have the right to access the data and certain information, such as why we are processing the data

The right of **rectification**: you have the right to ensure that we correct inaccuracies in your personal data that we are processing

The right of **erasure** (the 'right to be forgotten'): in certain situations you have the right to ensure that we erase your personal data

The right to **restriction** of processing: in certain situations you have the right to ensure that we restrict our processing of your personal data

The right of **data portability**: in certain situations you have the right to receive personal data that you provided to us in a structured, commonly used and machine-readable format

The right to **object**: in certain situations you have the right to object to our processing of your personal data and we are normally obliged to stop processing your data when requested. This right includes the right to object to our processing of your personal data for the purposes of direct marketing

The right to **complain**: you have the right to [make a complaint to the UK Information Commissioner's Office](#) (ICO) about our processing of your data, the exercise of your rights, and other data protection matters

The right to **withdraw consent**: if you have given your consent for us to process your data, you have the right at any time to withdraw your consent.

These rights are not absolute and may not apply in all situations or in relation to all processing activities.

Requests to exercise any of these rights should be sent to:

Data Protection Officer  
Treasure Trove Unit  
c/o National Museums Scotland  
Chambers Street  
Edinburgh  
EH1 1JF

Email: [dataprotection@nms.ac.uk](mailto:dataprotection@nms.ac.uk)

## 9. Changes to this Privacy Notice

We regularly review our privacy notice, and may make changes time to time. Any changes made will be posted to this page, and will apply from the time we post them. This privacy notice was last changed on 27 January 2020.

## 10. How to contact us

Treasure Trove  
c/o National Museums Scotland  
Chambers street  
Edinburgh  
EH1 1JF  
[Tresasuretrove@nms.ac.uk](mailto:Tresasuretrove@nms.ac.uk)

To contact the Data Protection Officer:

Data Protection Officer  
National Museums Scotland  
Chambers Street  
Edinburgh  
EH1 1JF  
[dataprotection@nms.ac.uk](mailto:dataprotection@nms.ac.uk)

If you have any comments on our Privacy Notice, or information we hold about you please contact us:

- by email to [dataprotection@nms.ac.uk](mailto:dataprotection@nms.ac.uk)
- or write to us at Data Protection Officer, National Museums Scotland, Chambers Street, Edinburgh, EH1 1JF.

You can use [our complaints procedure https://www.nms.ac.uk/about-us/our-organisation/standards-of-service/](https://www.nms.ac.uk/about-us/our-organisation/standards-of-service/) to make a complaint about data protection.

You have the right to make a complaint directly to the [UK Information Commissioner's Office \(ICO\)](#), which is the data protection supervisory authority in the UK.