

Data Protection in Museums

Date: 28 November 2018

Time: 10:00 – 13:15

Location: Museum of London, London Wall

Facilitator: Elizabeth Coningsby, Museum Development Officer Training

Trainer: Naomi Korn, Naomi Korn Associates

In May 2018, the new General Data Protection Regulations (GDPR) substantially impacted the handling of personal data. This affects how personal data is collected, used and shared by museum staff, trustees and volunteers. Naomi Korn will help you understand what this means for your museum and how you should prepare for the changes.

What will be covered?






- Data Protection and what is the GDPR (General Data Protection Regulations)
- The types of personal data and associated activities covered by Data Protection legislation
- Understand how the 2018 changes impacted on your museum

Who should attend?

This briefing is aimed at:

- Staff and volunteers
- Trustees

Approximate session timetable

10.00 – 10.15	REGISTRATION AND REFRESHMENTS
10.15 – 10.30	WELCOME AND INTRODUCTIONS
10.30 – 11.30 	Data Protection in Museums and Galleries – where are we now? <ul style="list-style-type: none"> • Introductions • What is data protection? • Key data protection definitions • Lawful grounds for processing & the exemptions • The DP Act Principles
11.30 – 12.00 	The General Data Protection Regulation (GDPR): the changes <ul style="list-style-type: none"> • Increased responsibilities for Data Controllers • Data subject rights • Declaring data breaches and Subject Access Rights (SARs) • Role of a Data Protection Officer
12.00 – 12.15	Break
12.15 – 12.45 	Controlling and processing personal data in your museum <ul style="list-style-type: none"> • The data audit – where does your museum control and process personal data?
12.45 – 13.05 	Preparing for the GDPR – what your museum should be doing NOW <ul style="list-style-type: none"> • Your museum's Action List. Essential first steps for your museum to achieve full compliance • Keeping data protection awareness high in your museum
13.05 – 13.15 	Evaluation <ul style="list-style-type: none"> • Course evaluation • Course close
13.15	END

* Participants who wish to discuss specific data protection issues should email their questions before the event to: naomi@naomikorn.com

Learning objectives

By the end of this briefing you will have:

- A raised data protection awareness
- An understanding of how data protection is enforced and the risks of non-compliance
- Know your rights, your obligations and who is responsible for what
- Know how to ensure and maintain full compliance with DP regulations
- Receive answers to your own data protection queries

Support towards Museum Accreditation:

Organisational Health

1.4 Effective forward planning

1.4.4 consultation and analysis of views

Collections

2.2 Development policy

2.2.5 information about the legal and ethical framework for acquisition and disposal of items

Users and their experiences

3.1 Users and their experiences

3.1.1 understand who its users and non-users are

3.1.2 evaluate and analyse information to assess users' needs

Further information

Please ensure you have your line manager's permission to attend before booking your place as confirmation is sent to the museum. Final confirmation of places will be sent out at least a week before the course. Please keep the **28th November** available in your diary until your place has been confirmed.

Priority is given to staff working in non-National and non-National Portfolio museums in the London region. A late cancellation (less than 24 hours) / no show charge of £20 will be applicable.

Refreshments will be provided but please be aware that we will not be providing lunch. Information will be provided to confirmed delegates.

 @LondonMusDev

naomi korn
ASSOCIATES



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