



## London Museum Development Skills Plus training course

### **Data Protection in Museums: One Year On**

Date: 26 November 2019

Time: 10:00 – 13:15

Location: Museum of London, London Wall

**Facilitator:** Elizabeth Coningsby, Museum Development Officer (Training)

**Trainer:** Naomi Korn, Naomi Korn Associates

Over one year after the General Data Protection Regulation (GDPR) was transposed into UK law as the Data Protection Act 2018, museums are learning better how to manage personal data and how it can be lawfully collected, used and shared by museum staff, trustees and volunteers. Naomi Korn will help you understand what has happened so far, what we have learnt and what this means for your museum.

#### **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 have 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 	<b>Data Protection in Museums and Galleries – where are we now?</b> <ul style="list-style-type: none"> <li>• Introductions</li> <li>• What is data protection?</li> <li>• Key data protection definitions</li> <li>• Lawful grounds for processing &amp; the exemptions</li> </ul>
11.30 – 12.00 	<b>What you need to have in place</b> <ul style="list-style-type: none"> <li>• Data breaches: case studies</li> <li>• Subject Access Rights (SARs): case studies</li> </ul>
12.00 – 12.15	Break
12.15 – 12.45 	<b>What has happened this last year?</b> <ul style="list-style-type: none"> <li>• Who has got it wrong?</li> <li>• Exemptions</li> <li>• Legitimate interest for public funded organisations</li> </ul>
12.45 – 13.05 	<b>What your museum should be doing NOW</b> <ul style="list-style-type: none"> <li>• Data Audit</li> <li>• Data Hygiene</li> <li>• Policies and procedures</li> <li>• DPIA's</li> <li>• Keeping data protection awareness high in your museum</li> </ul>
13.05 – 13.15 	<b>Evaluation</b> <ul style="list-style-type: none"> <li>• Course evaluation</li> <li>• Course close</li> </ul>
13.15	END

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

- 1.3 A satisfactory structure for your governance management
- 2.1 A forward or business plan which covers the current and subsequent planning year

### Managing Collections

- 4.2 A policy, approved by the governing body, for developing collections, including acquisitions and disposals

### Users and their experiences

- 8.1 To understand who uses your museum, and who doesn't
- 8.2 To use information to assess your users' needs
- 9.2 To communicate effectively with users and potential users through a range of access, marketing and promotional activities

## 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 **28<sup>th</sup> 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 £50 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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