



**Data Protection Privacy Notice (MOMH-POL002-3)
Client Information**

1. Purpose

1.1. This document sets out the type of information we will collect about clients, why we collect it and what each individual's rights are in relation to this data. This notice should be read in conjunction with the Company's Data Protection Policy

2. Personal data we will collect and why

2.1. The table below sets out the type of data we collect from employees and the reason why we do so.

Data	Reason
Contact information, e.g. address telephone number, email address	In order that we can send you marketing information we think you might find useful or which you have requested from us – including our regular updates, and information about events – and to occasionally inform you of services we will be providing or we consider will be of interest to you
Records of your attendance at any events hosted by us, singly or jointly with another organisation	In order that we can conduct research and data analysis and develop statistics to better understand the use made of our archival collection, including event attendance and trends
Images in video and/or photographic form	To promote MOMH, our events, activities and for inclusion in our material
Contact details, transaction and payment information records of your interactions with us	In order that we can administer your attendance at any events
Contact details, transaction and payment information records of your interactions with us	In order that we can arrange and manage any contracts for the provision of any services or products: for example, downloading records
Records of your presence and conduct whilst in our facilities	In order to manage the security of our archive

email address	In order to manage your interactions with our website
Health information, provided by you when signing up for events or requesting access to our archive (1)	In order that we can effectively respond or make reasonable adjustments for you to attend any events or to access our archive
Contact details, records of your interactions with us	In order to answer your queries or complaints

1 This type of data is classified as a special category of data. This means that you must expressly consent to the Company using this data and therefore we will explain the precise reason for collecting it at the time.

3. Storage of information

- 3.1. Client information will be stored:
 - 3.1.1. In electronic format; and/or
 - 3.1.2. In hard copy format
- 3.2. Personal data stored in electronic format will be stored within computer or cloud-based systems which are password protected.
- 3.3. Personal data stored in hard copy will be stored in locked facilities.
- 3.4. Access to information will be limited to those members of the Company who require access to it in accordance with the reasons set out in section 2 above.

4. Third parties

- 4.1. It may be necessary for MOMH to share some client personal data with third parties. Where it does share personal data with a third party MOMH will take measures to ensure that:
 - 4.1.1. the security of the personal data is maintained; and
 - 4.1.2. that it is not used unlawfully.
- 4.2. Circumstances where personal data may be shared include:
 - 4.2.1. With our accountants for payment and accounting purposes
 - 4.2.2. With HMRC for CIS purposes
 - 4.2.3. With legal advisors in order to obtain advice in relation to any contractual dispute
 - 4.2.4. In order to comply with our statutory reporting duties to HMRC, the Health and Safety Executive etc.
- 4.3. If you consider that any third party has unlawfully used your personal data then you should notify MOMH as soon as possible in order that we can investigate the matter and take steps to protect your personal data.

5. Updating your personal data

- 5.1. We are required to update personal data to ensure it is accurate and up to date. Therefore, if any of your details change then you must notify us promptly of the change.

6. Accessing your personal data

- 6.1. You have the right of access to the personal data we have possession of, subject to certain legal limitations (e.g. in order to protect the rights and freedoms of other individuals).
- 6.2. If you wish to access your personal data, then you should submit a written subject access request which:
 - 6.2.1. Identifies who you are (we may seek confirmation of identity); and
 - 6.2.2. States what personal data you wish to access
- 6.3. We will normally comply with subject access requests within one month of receiving the request unless it is a complex request.
- 6.4. Subject access requests should be made using the contact details below.

7. Deletion of personal data

- 7.1. We will delete personal data once we no longer have a lawful reason to hold and use it, unless you ask us not to delete it.
- 7.2. You have the right to have personal data deleted in certain circumstances. If you wish for personal data to be deleted, then you should contact us in writing setting out what data you wish to be deleted. Requests should be submitted using the contact details below.

8. Complaints

- 8.1. Any complaints in relation to MOMH's use of your personal data should be addressed to the contact below. You may also report data protection concerns to the Information Commission on 0303 123 1113 or by using this link: <https://www.ico.org.uk/concerns>.

9. Contact information

- 9.1. If you wish to make a subject access request, ask for data to be deleted or make a complaint about data protection then please do so in writing to: Mark Bromley, Chair, email address mark.bromley@momh.org.uk

For review by the Trustees of MOMH by 31/01/2026