

PRIVACY POLICY

Outdoor Studios CIC (OS) is the Controller of the personal data you provide to us. OS takes your privacy seriously and will only collect basic personal data about you which does not include any special types of information or location-based information. This does however include name, address, email, phone number. We will respect the confidentiality of any personal data shared with us or obtained from other organisations, keep it safe and make every effort to protect personal privacy.

OS operates in an honest and open manner and will always be clear how, when and why it collects and processes information and will not do anything with personal information that individuals would not reasonably expect.

Developing a better understanding of persons in contact with OS is important and personal data allows us to make better decisions.

WHY WE NEED YOUR DATA

We need your basic personal data to keep you updated with our news by sending you e-newsletters with information about our projects and about exhibitions, events and workshops OS is involved in. We also need to contact people with whom we work or people who have a legitimate interest in hearing from us or in the event of a public interest, vital interest or legal obligation. We need your data to provide you with information you ask for, to know how to contact you, to improve our project delivery and to keep a record of individual relationships.

The personal information we need depends on OS's relationship with individuals. We will only collect the information that is necessary.

- **Commissioned Artists and project participants:** we will collect all personal information needed to communicate with individuals in order to ensure successful delivery and administration of the commission and to ensure project participants are informed about the progress of the project.
- **Contractual partners and persons with a legitimate interest:** we will collect all personal information needed to communicate with our contractual and project partners and with other persons who have a legitimate interest in hearing from us, such as our funders.
- **Volunteers:** we will collect all personal information needed to communicate with our volunteers

HOW WE COLLECT YOUR DATA

We collect your data when you subscribe to our newsletters and/or on our feedback and evaluation forms and when you contact us. Information may be shared with us by our funders or contractual partners. Individuals should check the Privacy Policy of these funders or contractual partners when providing their information to such partners. We may collect data that is publicly available such as information that has been published in articles/newspapers.

SOCIAL MEDIA

Depending on personal settings or the privacy policies for social media and messaging services such as (but not limited to) Facebook, WhatsApp, LinkedIn, Instagram or Twitter, individuals might give us permission to access information from such accounts or services.

E-NEWSLETTERS

All the personal data we process is processed by OS in the UK. No 3rd parties have access to your personal data unless the law allows them to do so.

We use Mailchimp to manage our e-newsletter list. Your data (name and email address) is held by Mailchimp, which is compliant with the EU-U.S. Privacy Shield Framework. Your data will not be shared with any other organisations and **you can unsubscribe or manage your preferences at any time using the links at the bottom of all e-newsletters.**

HOW LONG WE KEEP YOUR DATA

OS is required under UK tax law to keep your basic personal data (name, address, contact details) for a minimum of 6 years after which time it will be destroyed. Your information we use for marketing purposes will be kept with us until you notify us that you no longer wish to receive this information.

TELEPHONE CALLS

OS does not record telephone calls.

COOKIES

Cookies are widely used in order to make websites work, or work more efficiently, as well as to provide information to the owners of the site. They are small text files that are placed on computers by websites that individuals visit.

OS does not store any personal data in the cookies that we may use, and stores the information anonymously to assist it in the running of the site, and also for monitoring the activity and traffic both to and through our website. OS uses Google Analytics cookies to do this

GOOGLE ANALYTICS

OS uses Google Analytics (or similar) to analyse the use of its websites by generating statistical and other information.

Details captured during a visit to our websites will include, but are not limited to, traffic data, location data, weblogs and other communication data and the resources accessed. However, all data collected is anonymous and will not identify users as an individual.

Google, not OS, stores this activity information. You can view Google's privacy policy at <http://www.google.com/privacypolicy.html>.

To opt out of being tracked by Google Analytics across all websites visit <https://tools.google.com/dlpage/gaoptout>.

KEEPING YOUR PERSONAL INFORMATION SAFE

We ensure that your personal data is kept safe by storing any online forms on protected network(s) and by routinely monitoring these networks. We do not share your data with external companies for marketing purposes. Paper records are kept in a safe place and destroyed when no longer needed.

WHAT ARE YOUR RIGHTS?

- If at any point you believe the information we process on you is incorrect you can request to see this information by writing to us or emailing. You may request that such information is corrected, deleted or destroyed.
- You may ask us not to send marketing material such as newsletters or invitations to events.
- You can withdraw consent to receive e-mailouts (newsletters) at any time. In this case we will not send you any e-mailouts but we may still send you emails.
- If you wish to raise a complaint on how we have handled your personal data, you can contact us to have the matter investigated. Please email: info@outdoorstudiosarts.com

CHANGES TO THIS POLICY

OS may change this Privacy from time to time. Any significant changes in the way OS treats personal information will be made clear on the OS website or by direct notification.

TO CONTACT OUTDOOR STUDIOS

Please email: info@outdoorstudiosarts.com

Company number: 9763615

COMPLAINTS

If you are unhappy with how we process your personal information, please contact OS in the first instance. *If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law you can complain to the Information Commissioner's Office <https://ico.org.uk/>*