

ARTIZAN PRIVACY POLICY

INTRODUCTION

Artizan Gallery recognises the importance of working in accordance with Data Protection Law and respecting the privacy of the data it handles relating to the clients it works with.

This document will explain what data we collect, why we collect that data, how we use, manage and protect that data, and what data retention policies we enact.

This notice applies to our website and all its associated services including mailing lists, events booking and memberships, as well as all data collection forms submitted to the gallery in relation to exhibitions and gallery services.

We welcome any individual to contact the gallery if they feel uncertain about the way their data is being handled or they require further information.

WHO WE ARE?

Any contact in relation to this Privacy Policy or Artizan Gallery's data practice should be directed to:

Jacob Brandon

jacobbrandon@artizangallery.co.uk

Artizan Gallery,

7 Lucius Street

Torquay

TQ2 5UW

01803428626

WHAT INFORMATION DO WE COLLECT?

Artizan Gallery collects the following data frequently:

- Full Name and Title
- Email Address

Artizan Gallery collects the following data infrequently:

- Phone Number
- Postal Address
- Gender
- Occupation
- Place of Work
- Marital Status
- Date of Birth
- Age
- Bank Details
- Tastes, preferences and browsing habits within our own products, services and platforms
- Representations of intellectual property

The above data is frequently collected in the following ways:

- Contact made to Artizan Gallery
- Signups to newsletters, contact lists and memberships
- Data collection forms (where data is required for a specific purpose)
- Tracking data on our digital platforms
- Analysis of the data collected via the above methods
- Through publicly available data on websites
- Market research

Data will occasionally be collected via the use of search engines where that data has been made publicly available and will only be used in the manner authorised by the publisher.

Where data is considered to be sensitive personal data it is stored securely in password protected databases which are backed up to secure cloud servers. Print copies are infrequently produced for specific purposes and shredded after use.

HOW DO WE USE PERSONAL INFORMATION?

Artizan Gallery frequently uses personal data for the following purposes:

- Contact in relation to the provision of services
- Personalisation of content, business information or user experience
- Account set up and administration
- Delivering marketing and events communication
- Carrying out polls and surveys
- Internal research and development purposes
- Providing goods and services

WHAT LEGAL BASIS DO WE HAVE FOR PROCESSING YOUR PERSONAL DATA?

Artizan Gallery processes personal data on the following legal bases:

- Consent – you have given us permission to handle and use your data either for a specific purpose or for the activities outlined in this Privacy Policy
- Contract – you have a contract with us which requires us to hold, process and use your personal data
- Legitimate Interests – you have expressed a legitimate interest in our products, services, business or work

WHEN DO WE SHARE PERSONAL DATA?

We will never share your data without your prior consent unless required to within the grounds of the Data Protection Act provide it to law enforcement agencies.

WHERE DO WE STORE AND PROCESS PERSONAL DATA?

Personal data is frequently stored in the following locations:

- Secure computers and hard drives managed and maintained by Artizan Gallery
- Secure cloud storage services (Microsoft OneDrive and Google Drive)
- Secure third-party processors (Mailchimp, Wix, Gmail and Google Contacts)

We regularly audit our data protection policy and all staff are made aware of our data handling practice and provided with necessary training. Data is regularly backed up, and sensitive personal data is password protected. Data is infrequently printed, and all copies are destroyed once their use has expired.

All devices used to handle personal data are regularly checked for security and are always password protected.

These actions are taken to secure personal data and prevent the following:

- accidental loss
- unauthorised access, use, destruction or disclosure
- downtime as a result of disaster recovery
- restrict access to personal information
- third party risks

HOW LONG DO WE KEEP YOUR PERSONAL DATA FOR?

Data is held for the period it is considered to be active within the definitions of our contractual obligations and data protection laws. This is normally defined as one year from the last contact or activity in relation to an individual's data or the business. All mailing lists are self-maintaining on this basis and monitor dormant users.

YOUR RIGHTS IN RELATION TO PERSONAL DATA

All individuals who are the subject of personal data held by Artizan Gallery are entitled to:

- Ask **what information** the company holds about them and why.
- Ask **how to gain access** to it.
- Be informed **how to keep it up to date**.
- Be informed how the company is **meeting its data protection obligations**.

Subject access requests from individuals should be made by email, addressed to the data controller at jacobbrandon@artizangallery.co.uk. The data controller can supply a standard request form, although individuals do not have to use this.

Individuals will be charged £10 per subject access request. The data controller will aim to provide the relevant data within 14 days.

The data controller will always verify the identity of anyone making a subject access request before handing over any information.

HOW TO CONTACT US?

For information on how we manage data and for data access requests contact:

Jacob Brandon

jacobbrandon@artizangallery.co.uk

LINKING TO OTHER WEBSITES / THIRD PARTY CONTENT

We do not take responsibility for the content of any third-party websites we link to from our own online services and these links do not represent an endorsement.

