

## **Cinderford Artspace Website Privacy Statement**

Artspace Cinderford are committed to maintaining the trust and confidence of our supporters. When we ask you for personal data, we will be clear about what the data is being collected for, how it will be used, how long we will keep it for and who it will be shared with. Here you'll find some information and examples of the kinds of data we collect and why we collect it.

### **What information do we collect and how do we use it?**

We collect personal data from you when you register to join our mailing list, become a member, enrol on our courses or attend our events. This information is protected by UK data protection law. The data we collect from you is important and helps us to understand our customer base and meet your needs.

### **Newsletter Sign Up**

As part of the registration process for our e-newsletter/e-mailing list, we collect personal information (your name and email address). We use that information for a couple of reasons: to tell you about our charitable work, projects, courses, events and fundraising initiatives; to contact you if we need to obtain or provide additional information; to check our records are right and to check every now and then that you're happy and satisfied. We don't rent or trade email lists with other organisations and businesses.

We use a third party provider, MailChimp, to deliver our newsletter. We gather statistics around email opening and clicks using industry standard technologies to help us monitor and improve our e-newsletter. For more information, please see [MailChimp's privacy notice](#). You can unsubscribe to general mailings at any time of the day or night by clicking the unsubscribe link at the bottom of any of our emails or by emailing our data protection officer: Rob Toomer [rob@artspacecinderford.org](mailto:rob@artspacecinderford.org)

### **Registration Forms and Monitoring Data**

If you enrol/take part in Artspace courses and projects, we may also ask you for additional information. Some of Artspace's funders (eg Arts Council England or Gloucestershire County Council) request that we collect certain information for monitoring purposes. For example, you may be asked about ethnicity or disability which helps us to monitor equality and diversity, or, about your health and any additional needs/requirements you may have, in order that we can meet your needs and keep you safe and well during workshops. Some fields on our registration forms are optional but certain fields are mandatory. We may share anonymised personal information with our funders, particularly Arts Council England, who use this data to understand the impact of their funding and investment in Artspace.

### **Visitors to our Website**

When someone visits [www.artspacecinderford.org](http://www.artspacecinderford.org) we use a third party service, Google Analytics, to collect standard internet log information and details of visitor behaviour patterns. We do this to find out things such as the number of visitors to the various parts of the site. This information is only processed in a way which does not identify anyone. We do not make, and do not allow Google to make, any attempt to find out the identities of those visiting our website. If we do want to collect personally identifiable information through our website, we will be up front about this. We will make it clear when we collect personal information and will explain what we intend to do with it.

### **Links to Other Web Sites**

This privacy notice does not cover the links within this site linking to other websites. Those sites are not governed by this Privacy Policy, and if you have questions about how a site uses your information, you'll need to check that site's privacy statement.

### **Access to Your Personal Information**

You are entitled to access the personal information that we hold. Email your request to our data protection officer Rob Toomer [rob@artspacecinderford.org](mailto:rob@artspacecinderford.org)

**No commercial disposal to third parties**

Cinderford Artspace does not sell, rent or distribute any personally identifying data from our users to third parties for commercial purposes.

**Changes to this Privacy Notice:** We keep our privacy notice under regular, annual review.