

Privacy Statement

Introduction

Arts Richmond is an independent registered charity (no. 251354) that represents the voluntary arts sector in Richmond upon Thames on the borough council's *Arts Advisory Forum*, provides a wide variety of services and promotes events in support of local arts and cultural activity.

In the course of our work we collect and hold personal data. This Privacy policy tells you more about when and why we collect this kind of information, how we use it and how we keep it secure.

Our commitment

Arts Richmond is committed to protecting the personal data we hold in line with the requirements of the General Data Protection Regulation (GDPR) 2018. We recognise that it is your data and we treat it with respect.

Data Gathering

We collect personal data from members, volunteers, supporters and others involved or interested in our work. We use it to keep you informed about our events, and volunteering opportunities.

Members

When you join Arts Richmond as a member or an affiliate you fill in a form to provide us with your contact details (name, email address, phone number and address). We hold these details so that we can keep you informed about our events, by sending you our monthly Newsletter. If you end your membership or your membership has lapsed, we will delete all your data after a 1 year period.

Volunteers

If you volunteer with us we will ask for your contact details (name, email address, phone number and bank details (if claiming expenses) so that we can let you know about other volunteering opportunities in the future and can keep you informed about our events. There is an opportunity to unsubscribe by contacting us direct at info@artsrichmond.org.uk

Event attendees

If you book an Arts Richmond event, including our Showcoach trips, your booking details (name, address telephone number and email) will be kept so that we can let you know about other events and can keep you informed about Arts Richmond news. There is an opportunity to unsubscribe by again contacting info@artsrichmond.org.uk

Donors

If you make a donation to Arts Richmond, we are required to keep a record of your contact details so that we can claim Gift Aid when applicable. If you make no further donation, your contact details will be removed after a 6 year period.

Sharing your personal data

We never share your personal data with anyone else or for marketing purposes. We may however share your details if required to do so by the police, a regulatory or government authority

Cookies

Internet cookies are small text files that are placed on your web browser or computer by web servers when you first visit a site that wants to store information. We use cookies which perform various tasks. Some of them are purely to ensure the proper functioning of our site. Other cookies are used by us to track the interaction of visitors with our site so that we can measure the success of our website. Cookies tell us the device used to view our site for example, but do not identify the user. You can delete cookies from your device if you choose to.

How you can check or update the personal data we hold about you

You can contact us at any time to check what personal data we hold for you or to make changes to it. Specifically you can:

- ask to see a copy of the personal data we hold for you
- ask us to change or update any or all of the details (for example, change of address)
- request no further email communications
- tell us to stop contacting you altogether
- ask us to delete your details which we will do unless we are required to keep them for legal reasons

If you have any questions or concerns about the personal information we may have about you, please contact the Data Controller at info@artsrichmond.org.uk.

Depending on the information requested, for security purposes we may require additional identification from you before acting on the request.

It is your right to know what personal information we hold about you and if necessary, have it corrected. If having contacted us, you do not receive the service to which you feel that you are entitled, you have the right to lodge a complaint with the supervisory authority, namely **The Information Commissioner's Office – www.ico.org.uk**

How we ensure the security of personal data

Arts Richmond is committed to protecting the personal information you entrust to us. We recognise that it is your decision whether or not to provide us with personal information. We treat it with respect and do everything we can to keep it safe and secure.

We have appropriate security systems in place that ensure the information we have about you is protected from unauthorised access and improper use.

We keep your information only for as long as is necessary to fulfil our legal obligations or as set out in this privacy notice.

Policy review and updates

This Privacy policy will be reviewed annually and updated as necessary to take account of any changes in our work or in the regulations. The most up to date version will always be available on our website www.artsrichmond.org.uk