

# General Data Protection Regulation

## Coquetdale Arts Centre Gallery and Studio Privacy Statement

### About us

Coquetdale Arts Centre Gallery and Studio (Coquetdale Art Gallery) is a Rothbury, Northumberland-based Registered charity which exists to further the Art and Craft of local people.

### What data we will collect

When you become a member of the Gallery we will collect certain information about you which will include your name, telephone number, email address and postcode.

### Why we will collect it

We will collect and process your data for the purposes of administering your involvement with the Gallery and we will process it on the basis of legitimate interests. The legitimate interests are the interests of registering you as a member of Coquetdale Arts Centre Gallery and Studio and administering the Gallery

### How long we will keep it

We will retain your data for one year. If you join the Coquetdale Art Gallery during the year your data will be retained for less than one year. If you resign as a member of the Gallery your data will be removed within one month of your resignation.

### Your rights

You have the following rights under data protection legislation:

1. to access a copy of the information comprised in your personal data;
  2. to object to processing of your personal data that is likely to cause or is causing damage or distress;
  3. to prevent processing for direct marketing;
  4. to object to decisions being taken by automated means;
  5. in certain circumstances, to have inaccurate personal data rectified, blocked, erased or destroyed;
- and

6. to seek redress for a breach of data protection legislation.

## Sharing your data

We will not share your data with any other organisation without your consent.

## Complaints

If you have any complaints about how Coquetdale Arts Centre Gallery and Studio collects and/or processes your personal data, you should contact the Galleries membership secretary in the first instance. If you are dissatisfied with how your concern/complaint is dealt with by Coquetdale Arts Centre Gallery and Studio, you have the right to report your concern/complaint to the Information Commissioners Office ([www.ico.org.uk](http://www.ico.org.uk))

## Privacy Policy

We will collect your name, email address, postcode and type of membership from a paper membership form, filled in and signed by you on submissions day , each year in February.

If you wish to see a copy of the data we hold on you, amend it or have it deleted, you should email your request to [coartcentre@aol.co.uk](mailto:coartcentre@aol.co.uk)

We undertake to action your request within one calendar month of receiving it.

We may use your personal information for a number of purposes including to:

Deal with your requests and enquiries (email, telephone)

Notify you of meetings, events and provide other information relating the Coquetdale Art Galleries core activities (email)

Remind you when collection days and submissions days are due (email)

Send you information and remittance of sales (post)

If you do not wish your email address to be used in this way you should email [coartcentre@aol.co.uk](mailto:coartcentre@aol.co.uk)

The data we collect on you is stored electronically in a database in encrypted format. The data from paper membership forms is transferred to the database and the original form is securely destroyed. No method of transmission over the internet or electronic storage is 100% secure and reliable and we cannot guarantee its absolute security.