



## Privacy Notice

### Art in Poundbury Community Interest Company (CIC)

#### Our contact details:

Name: Artistic Director : Judy Tate

Address: 18 Marsden Street, Poundbury DT1 3DH

Phone Number: 07899 914 999 E-mail: [contact@artinpoundbury.co.uk](mailto:contact@artinpoundbury.co.uk)

#### The type of personal information we collect :

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details)

How we get the personal information and why we have it. Most of the personal information we process is provided to us directly by you for one of the following reasons:

- As an artist you have given us your information in order to be notified of AiP exhibitions, and registration for exhibitions and events..
- As a volunteer or exhibitor for Art In Poundbury. We use the information that you have given us in order to keep you informed of AiP news and activities
- Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

(a) Your consent. You are able to remove your consent at any time. You can do this by contacting: [contact@artinpoundbury.co.uk](mailto:contact@artinpoundbury.co.uk) Your information is securely stored. It is password protected for electronic storage. Paper records will be kept under lock and key.

We review your consent annually and you are able to unsubscribe at any time. If you do not reply or consent we will then dispose of your information by shredding paper records and deleting all electronic records, including contacts lists .

#### Your data protection rights:

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have 28 days to respond to you. Please contact us at [contact@artinpoundbury.co.uk](mailto:contact@artinpoundbury.co.uk) if you wish to make a request.

**How to complain:**

If you have any concerns about our use of your personal information, you can make a complaint to us at [contact@artinpoundbury.co.uk](mailto:contact@artinpoundbury.co.uk).

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office  
House Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113

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**Art in Poundbury Community Interest Company (CIC)**

**Signed - June 2023.**

Signature : \_\_\_\_\_ Print Name: \_\_\_\_\_

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