



craven arts

THE CRAVEN ARTS CHARITABLE TRUST - PRIVACY POLICY

Here, you can find out how we safeguard your information and how we use it to improve our services for the benefit of all our Members and online users.

From time to time, we'll require some personal details from our Members, Supporting Members and website users.

The data we collect could just be a name and an email address, but depending on your level of engagement with Craven Arts, it could be more than that.

The personal information you've shared with us, help us to better understand our members as a group and as individuals. This in turn helps us to provide a range of connections and services that meet your needs.

How we protect your data

Your privacy is extremely important to us. We're committed to protecting any personal information you've given us, and we comply with all relevant data protection laws.

This means that:

- We take full responsibility for the information we hold about you
- We will protect your privacy at all times
- We will never sell your personal information

Whether you've supplied your personal details online, by phone or text, by email or in a letter, we will never use them without a lawful reason to do so. We'll use them for the purposes for which they were initially requested and as fully explained in this Privacy Notice.

These explain how your personal data is being managed and safeguarded by us, including:

- what information we collect about you
- how we collect and use this information
- how we safeguard the information you've provided
- your rights in relation to the information we hold about you
- how to report abuse

This Privacy Notice is designed to help you understand how we collect and use your personal information.

This Privacy Notice applies to all the pages on our sites and any features of them and any other areas which require registration on our sites. However, it won't apply to any third-party sites which are linked to our sites. We recommend that you read the privacy notice of any such sites that you visit as we are not responsible for them. The Website provider we use, Wix, has cookies enabled for the site to make sure your computer (or other device) is recognized when you visit there again.

You can find more about cookies on their website {www.support.wix.com}.

When we refer to our website or sites mean any of our websites or applications (Wix, Gmail, Survey Monkey, Facebook, Twitter, Drop Box) we from which you have accessed this Privacy Notice.

At Craven Arts, we know that you care how your personal information is used and we appreciate that you trust us to do that carefully and sensibly.

What information does Craven Arts collect about me?

Personal information that we collect may include your name, contact details (phone numbers, email address and addresses), web-sites, your year of birth, job, artistic discipline, as well as any other personal information relating to you that you supply to us (i.e. CV).

Some of our sites may also collect other information that you supply to us, such as information relating to your education, skills or job experience, where relevant in the context of the site or the services provided through the site. Except where stated otherwise on the site at the time such personal information is submitted, it is only processed for the purposes for which you have submitted it to us.

How does Craven Arts collect my personal information?

Personal information you choose to disclose. You may, for example, provide us with your information when you post something on our site, when you register as a member on our site or when you contact us (online or offline).

We will inform you prior to collecting your personal information if it is requested on a voluntary basis and the consequences of not providing voluntary personal information.

What will Craven Arts do with my personal information?

Craven Arts will use your personal information for a variety of purposes, which are in our legitimate interests ("Charity Purposes"), and/or in order to enter into or perform a contract with you ("Contractual"), and/or with your consent ("Consent"), and/or compliance with our legal obligations ("Legal Reasons"). For example, we may use your personal information:

- to provide you with the relevant services through our applicable site, for Contractual Reasons
- to inform you about and provide more information on services offered by us and our associated companies
- to invite you to participate in surveys, discussions, exhibitions, job opportunities and prize draws and ask for your views on our services via online surveys and discussion forums, for our Charity Purposes and/or with your Consent
 - to improve the services offered to you
 - for marketing for our Business Purposes and/or with your Consent
 - for statistical or analytical purposes for our Charity Purposes
 - to detect, prevent or investigate security breaches or fraud for our Charity Purposes and/or Legal Reasons
 - to otherwise to better meet the needs and preferences of our Members for our Charity Purposes

We will not allow unrelated third parties to use your personal information for marketing without your consent. Where we rely on your consent, you have the right to withdraw it at any time.

We also use personal information to identify types of user, audit how our sites are used, and to help with the strategic development of our sites. When doing so, we remove any direct identifiers.

Participation in surveys and discussion forums is entirely voluntary. You may unsubscribe from being contacted for these purposes at any time. Survey information will be used for market research with the aim of improving our services.

We will show your username on any content you submit or post on our sites (including discussions, bulletin boards and forums). We may from time to time supply data to third parties in an anonymised form for uses in connection with our site and the purposes of advancement of Craven Arts.

How long will Craven Arts keep my personal information?

We will keep your personal information only for as long as necessary to fulfil the purposes for which we are processing your personal information unless the law permits or requires longer. For example, we might need to keep your personal data for quality assurance of the service we have provided (1 year), or we might need to keep it to defend future legal claims (6 years). We usually would delete all your information instantly if you cancel your membership or supporting membership.

Email opt-out

We will not send you emails if you have opted out of receiving them. Any emails we send you will include an unsubscribe option at the end of the email. Some Craven Arts sites also provide other contact details you may use if you want to contact us by email or post in order to unsubscribe.

You can unsubscribe from any communications at anytime or report abuse by sending us an email to: info@cravenarts.co.uk

How does Craven Arts keep my personal information safe?

We seek to protect the safety of all your personal information by implementing appropriate technical and organisational measures.

All your personal information is under passwords and handled only by task assigned people.

Any personal information that you voluntarily post on a public area of our site, such as a bulletin board or discussion forum, or an interactive area requiring registration and/or subscription, may be collected and used by others. Please be careful what personal information you disclose in this way. You understand that we cannot control the actions of other users.

You can ask for a summary of the information we have of you from: info@cravenarts.co.uk