



East Devon Art Academy Privacy Policy

Dear all,

As you will probably know, GDPR is coming into force on 25th May 2018.

The General Data Protection Regulation (GDPR) seeks to protect and enhance the rights of data subjects. These rights cover the safeguarding of personal data, protection against the unlawful processing of personal data and the unrestricted movement of personal data within the EU.

To fit in with guidelines I am attaching my Privacy Policy.

This is also to be found on our website at <http://www.eastdevonart.co.uk/privacy-policy/>

Please read carefully.

Put simply, I only use your data to contact you regarding art classes, workshops or exhibitions. I do not pass on your details to any third party unless I have your express permission.

Your data will be kept on a secure computer. Any paper files will be in locked premises.

If you do not wish to be contacted by me with information on art classes, art workshops or art exhibitions, please let me know by e-mail and I will remove you from my list.

Best wishes,

Cathy Osbond

East Devon Art Academy, Old Fore Street, Sidmouth Ex10 8LS

May 2018

Privacy Policy – East Devon Art Academy

GENERAL DATA PROTECTION REGULATION (GDPR) PRIVACY NOTICE

Introduction

The General Data Protection Regulation (GDPR) seeks to protect and enhance the rights of data subjects. These rights cover the safeguarding of personal data, protection against the unlawful processing of personal data and the unrestricted movement of personal data within the EU. This Privacy Notice provides clear information on:

- ❖ How we collect your personal data
- ❖ The types of personal data we collect
- ❖ How we use your personal data
- ❖ How we store and protect your personal data
- ❖ Our legal obligations relating to the use of your personal data
- ❖ Your rights relating to personal data that we hold about you
- ❖ Your right to access data held about you

How We Collect Your Data

The data we collect is provided to us by you, or an agent/representative acting on your behalf. It is collected when you or the agent:

- Completes an enquiry on our website
- Provides information to us in an email or a letter
- Provides information to us by telephone
- Tells us in person

The Data we Collect.

The personal information we collect is to make your booking with us or to answer an enquiry about our services. This can include any or all of the following:

- The full name(s) and address(es) of the person(s) making the booking/enquiry
- The email address of the person(s) making the booking / enquiry
- The telephone numbers of the person(s) making the booking / enquiry

Upon booking a workshop or class, we provide you with an opportunity to accept or decline the receipt of promotional emails and newsletter, exclusively from us as a member of our mailing list.

Please note that we are currently required by law to collect certain information from all non-Commonwealth guests. We do this by asking you to complete a registration form on arrival which includes the name(s), nationality, passport number(s), address(es) of next destination. We will keep these forms safely in a locked filing cabinet. We are required to keep these registration forms for a year and show them to a police officer if requested. We will destroy these forms 12 months after your stay.

How We Use Your Data:

The personal information provided to us will only be used in connection with the services we are providing to you and in a way that you have provided permission.

We will use your personal information to:

- Process your booking and provide confirmation details.
- Obtain and confirm payments for our services via cheque or bank transfer.
- Respond to any questions or comments via e-mail, telephone or by post. Provide additional information that may be useful to you or is requested.

How we Store Your Data and Keep it Secure.

We take all reasonable technical and organisational precautions to store your information in a secure manner and to prevent its loss or misuse.

We will not store or process your personal information outside the United Kingdom.

Your data is stored on a secured computer drive on a designated computer, which is password protected and accessed only by authorised personnel at East Devon Art Academy.

Any written correspondence or records, including the registration form, is kept in a secure, locked location and can only be accessed by authorised personnel at East Devon Art Academy.

These records are only kept for as long as is reasonable and when destroyed are done so using a security grade shredder.

Disclosures of Your Personal Data.

We will not disclose any personal data we hold to any third parties, unless with your express and documented permission.

We may however disclose your personal data to third parties where it is required by law and evidence of this will be retained.

Your Rights.

You may request that we provide you with any personal information we hold about you.

Request for Deletion of Personal Data.

You also have the right to request that we delete and destroy your personal data.

Third Party Websites.

Our website contains links to other websites including Facebook and Trip Advisor. We are not responsible for the privacy policies or practices of third party websites and as such, you should exercise caution and look at the privacy statement applicable to the website in question.

Updating information.

Please let us know if the personal information which we hold about you needs to be corrected or updated.

Policy amendments.

We may update this privacy policy from time to time by posting an updated version on our website at <http://www.eastdevonart.co.uk/privacy-policy/>

For any further information about this Policy please contact:

Catherine Osbond

East Devon Art Academy

Old Fore Street, Sidmouth, Devon, EX10 8LS

<http://www.eastdevonart.co.uk/>

<https://www.facebook.com/eda.academy/>