

## **Privacy Policy**

This Privacy Policy gives you detailed information on why and how we collect your personal information. The policy also details how we keep that data secure and how you can control the information we hold about you.

Chisenhale Art Place (CAP), which also operates Chisenhale Studios, will only collect the information necessary to carry out our business and to provide the particular service you have requested. Chisenhale Art Place and Chisenhale Studios are committed to protecting the personal information you provide to us. We make use of appropriate technologies and processes, so the information we have stored is protected from unauthorised access and/or improper use. We will never share, sell or distribute your personal information to any third parties, except with your specific prior consent or to comply with legal requirements such as criminal investigations.

We will keep your information only for as long as is reasonably necessary for the purposes set out in this privacy notice and to fulfil our legal obligations. We will not keep more information than we need.

CAP is a registered charity (no. 285125) and a company limited by guarantee (no. 01615990). CAP is registered with the Information Commissioners Office (no. ZB351829).

## **What we collect and how we store it:**

### **1. Mailing List**

When you choose to subscribe to our mailing list through our website, we collect your relevant personal information to keep you up to date about news, projects and events from Chisenhale Art Place and Chisenhale Studios. When you subscribe, you have the option to select areas of interest for which you'd like to receive more specific emailed information. For example, if you select Families & Children we may email you about upcoming family art workshops. You may change these preferences at any time, through the link at the bottom of every email we send you through the mailing list.

The information we consider relevant to collect for the purposes of the mailing list is:

- \* First and last name
- \* Company name (if any)
- \* Email address
- \* Your postcode.

The personal information you provide for mailing list use is collected and stored via a third party server, which is currently Mailchimp. Only key members of staff have access to this database. Mailchimp's privacy policy is [here](#).

## **2. Applications**

When you apply for a studio or other opportunity such as a job or residency, you will likely include fuller personal information about yourself, such as that included on your CV. This may include but not be limited to:

- Name
- Email address
- Telephone number
- Home address
- Social media user names
- Website address
- Name of college/university
- Course name
- Date of graduation

To facilitate selections, received applications are uploaded to a secure shared online drive such as Dropbox or Google Drive. We will keep your information in this way for only for as long as is reasonably necessary for the required purpose and to fulfil any legal obligations. Unsuccessful applications will then be deleted but traces of the senders' email addresses may remain on our systems. However, we will not make use of that personal data, such as your email address, for further purposes such as promotion of future opportunities unless you specifically request this service.

Should your application be successful, we will store your application and use your information for longer as relevant to the opportunity. Examples of how we might use your information is to publicise your practice, your project or a wider programme and you will be advised of this in advance.

## **3. Visitors**

When you visit events at Chisenhale Studios, particularly during large events such as Open Weekend, we may ask for your post code. This is to help us better understand the people who are interested in our work and to help evidence the reach of our work.

In most cases, the postcode does not identify your specific home address, as we do not ask for your street name and number. If you prefer, you may just provide the first part of your postcode. For example, E3 instead of E3 5QZ. We do not ask your name in association with this data.

## **4. Email**

When you email us, your email remains on our server and is eventually archived. If you do not wish us to keep record of your email address or content, please advise clearly within the body of your email content. We will not use your email address for any other purpose such as marketing.

## 5. Payments and donations

Some of our service providers may have access to your data in order to perform services on our behalf such as processing a donation payment. Currently, donations are processed through the Charities Aid Foundation, who store your data securely. Their privacy policy is [here](#). Chisenhale Art Place does not keep record of your credit card details but if you provide your email address at the time of transaction, we may keep your name and email address to keep track of donations and to thank you. If you are making a donation that attracts Gift Aid, we are required to collect your full name and email address and will provide that information to HMRC when making submissions.

## 6. Websites and social media

We use cookies on our two connected WordPress websites: [chisenhale.co.uk](http://chisenhale.co.uk) and [chisenhale.co.uk/studios](http://chisenhale.co.uk/studios). Cookies are text files which contain small amounts of information which are downloaded to your computer or Internet device when you visit a website. They are then sent back to the original website on each subsequent visit. For more information on cookies please see: [allaboutcookies.org](http://allaboutcookies.org)

You can change your browser settings to remove, block or withdraw your consent for cookies at any time. But in some cases, this may impact on your ability to use our website. Browsers recognise different types of cookies and allow you to treat them differently.

There are two main types of cookies, first and third party: First Party Cookies are those set by the website you are viewing. Third party cookies are set by other sites; for example if a video has been embedded from YouTube, YouTube may set a cookie of its own.

Cookies can also last for different durations. Session cookies last until you leave the site, others may last for days or months so the site can recognise you and your preferences on subsequent visits. We use a number of different cookies on our website and these are:

- necessary cookies that are essential in helping users to move around the website and use its features.
- and performance cookies, that collect information about how users use the site, such as which pages are the most visited. These cookies collect **anonymous information** only and only use any information to improve the site.

We use Google Analytics on the site that uses cookies to collect this sort of information. Please [click here](#) for more information on Google's privacy policy, or to opt out of being tracked by Google Analytics on all sites please visit: <https://tools.google.com/dlpage/gaoptout>

We use a number of third-party service providers on this site, some of which may set cookies on your computer when you use the facility. For each providers' privacy policies please see the below links:

Instagram: <https://privacycenter.instagram.com/policy>

Twitter: [twitter.com/privacy](https://twitter.com/privacy)

WordPress: [wordpress.org/about/privacy/](https://wordpress.org/about/privacy/)

## **7. Survey and monitoring form data**

When people apply for opportunities with us, we ask that they complete an Equality monitoring form so that we can measure whether CAP is meeting Equality, Diversity & Inclusion targets. This information is collected anonymously, via Google Forms. We also conduct surveys of members from time to time, for evaluation and impact research used to communicate the value of studios externally. All data that we collect from surveys and monitoring data will be securely stored, with restricted access by key staff members only. Please [click here](#) for more information on Google's privacy policy.

### **Transferring your data outside the United Kingdom (UK) and European Economic Area (EEA)**

As part of the services offered to you through the Chisenhale Art Place and Chisenhale Studios, the personal information you provide may be transferred to countries outside the UK and the EEA. For example, this may happen if any of the computer servers used to host the website are located in a country outside of these regions, such as in the USA. If Chisenhale Art Place and Chisenhale Studios transfer your personal information in this way, and the host's server has not been deemed by the EU Commission to have adequate data protection laws, we will provide appropriate safeguards and we will be responsible for ensuring your privacy rights continue to be protected as outlined in this Privacy Notice

### **Data Breaches**

In the event of a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data, CAP will promptly assess the risk to people's rights and freedom. If appropriate, we will report this breach to the Information Commissioners Officer (ICO) More info on the ICO and the reporting of data breaches is [here](#).

### **Your rights: Knowing what we hold and making changes**

Every email we send to you via the online mailing list will include details on how to view what information we hold, how to change your communications preferences and how to unsubscribe from future communications. You can do this at any time. However, if you prefer, you can contact us by phoning, emailing, or writing using our contact details provided below.

You have the right to request your information not be stored in any of the ways described in this policy, by sending your request to the contact listed below. You have also the right to get information held about you by us corrected. If you have any concerns about the personal data we hold on you, and/or its accuracy, please let us know using the below contact details.

**If you have questions regarding your information held by Chisenhale Art Place or Chisenhale Studios, including its use or its accuracy, please contact:**

**Andrea Davidson, Executive Director**

**By phone +44 (0)20 8981 1916**

**By email: [admin@chisenhale.co.uk](mailto:admin@chisenhale.co.uk)**

This notice was initially written in April 2018. It is regularly reviewed and updated to reflect changes to regulations or to reflect changes in systems at Chisenhale Art Place and Chisenhale Studios. The most recent update was January 2022.

*Our member organisations, Chisenhale Gallery and Chisenhale Dance Space also collect and store personal information. They are the data controllers for their own information and we do not share your personal information between our organisations.*

*Despite all our precautions, no data transmission over the internet is 100% secure. We cannot guarantee the security of your information while it is in transit and so wish to draw your attention to the fact that you do so at your own risk.*