



PRIVACY POLICY

PRINCIPLES OF OUR POLICY

- **Private:** We do not sell, rent or trade information about you to other companies.
- **Secure:** In accordance with the Data Protection Act and the General Data Protection Regulation (GDPR) we follow strict security procedures in the storage and disclosure of information that you have given us to prevent unauthorised access.
- **Necessary:** We won't collect information unless it is used to deliver a better service or to give you useful, relevant information.
- **Notification:** Alive Arts exists in association with [State Theta Galleries](#).

PERSONAL DATA THAT WE COLLECT FROM YOU

Alive Arts collects data to operate effectively and provide you with relevant information regarding our activities, events and services. We receive information about you directly from you. This is usually your contact details you provide via a form - for example signing up for our newsletter (via State Theta Galleries) or registering for an event. There are clear instructions on how to unsubscribe from our newsletters at the bottom of each one.

Events run by Alive Arts may be photographed and/or videoed.

Alive Arts reserves the right to use any of these captured images in promotional material for Alive Arts or State Theta Galleries only.

If you wish to remove your consent for such use we will do so within one month of you contacting us.



SECURELY USING YOUR DATA

We use information held about you in the following ways:

- To provide you with information that you request from us or which we feel may legitimately interest you, where you have consented to be contacted for such purposes. You can choose to opt-out of contact at any time.
- To notify you about changes to our service or relevant opportunities. Information about you will be kept secure and it will not be supplied to anyone else, unless we are obliged or permitted by law to disclose it. Alive Arts does not sell, rent or trade any personal information supplied by you to any third party.

INTERNATIONAL TRANSFERS

In order to send out our newsletters we use Mail Chimp who might process your data out of the European Economic Area (EEA). This organisation is in full compliance of the General Data Protection Regulation, and all your personal information will be afforded a high level of protection wherever it is stored or processed.

<https://mailchimp.com/legal/privacy>



COOKIES POLICY

What are cookies?

A cookie is a small text file, typically of letters and numbers, downloaded to your computer when you access websites.

When you visit a website that uses cookies for the first time, a cookie is downloaded onto your computer. The next time you visit that website, your computer checks to see if it has a cookie that is relevant and sends the information contained in that cookie back to the website.

Generally, the role of cookies is beneficial, making your interaction with frequently-visited sites smoother with no extra effort on your part. Without cookies, online shopping would be much harder. Without cookies, some websites will become less interactive with the cookie option turned off.

Common types of cookies

Session cookies

These cookies expire when you close your web browser (Internet Explorer, Firefox, Safari, Google Chrome). These cookies are used for various reasons, for example, remembering what values you entered in a search box.

Persistent cookies

These cookies are still stored on your computer after you have closed your web browser which allows your preferences on websites to be remembered. These cookies are used for a variety of purposes, for example, remembering your preferences on a website (your language choice or your user name on a particular website).

First and Third Party cookies

This refers to the website placing the cookie. First party cookies are cookies set by the website you are visiting. Third party cookies are set by another website; the website you are visiting may have advertising on the page and this other website will be able to set a cookie on your computer. Third party cookies on the main web browsers allow third party cookies by default. Changing the settings on your browsers can prevent this.



Our use of cookies

We use session cookies to identify users who have logged in to an area of the website with a valid username and password.

This allows access to restricted pages.

We do **not** use 3rd party cookies.

We do **not** store any personal information in cookies.

If you are not logged in as a valid user you can continue to use the site as normal whether you have cookies turned on **or** off in your browser preferences.

If you continue to use this website we will assume that you are happy to accept our use of cookies.

More Information

www.allaboutcookies.org



DATA RETENTION

Information that we collect and process shall not be kept for longer than is necessary. However, we will retain information:

- to the extent that we are required to do so by law;
- if we believe that the information may be relevant to any ongoing or prospective legal proceedings; and
- in order to establish, exercise or defend our legal rights (including providing information to others for the purposes of fraud prevention and reducing credit risk).

When information is no longer required we will securely delete or destroy such information.

CONTACT US

This website is owned and operated by Alive Arts.

Alive Arts has the discretion to update this privacy policy at any time. We encourage users to frequently check this page for any changes to stay informed about how we are helping to protect the personal information we collect. You acknowledge and agree that it is your responsibility to review this privacy policy periodically and become aware of modifications.

Alive Arts is located at:

State Theta Galleries, The Halls, Main Street
Ormiston,
East Lothian EH35 5HS,
Scotland

You can contact us by writing to the address given above, or by email:
admin@alivearts.org

This document can be located online at:

https://alivearts.org/wp_portal/wp-content/uploads/2019/06/AA_Privacy_Policy.pdf