

Leicester Society of Artists Privacy Policy

Leicester Society of Artists (LSA) is a society of elected members.

The Data Controller is: Jax Crew, Leicester Society of Artists Secretary
secretary@leicestersocietyofartists.co.uk

This privacy notice explains how we use your personal information and your rights regarding that information

What Information are we collecting?

When you opt in to receiving marketing or sign up to our mailing list we will ask for the following details:

Name

Email Address

When you apply for membership we will ask for the following details:

Name

Email address

Phone Number

Address including postcode

Connection to Leicester, Leicestershire or Rutland, if not already living, working or studying in this area

When you apply to take part in a Leicester Society of Artists exhibition we will ask for the following details:

Name

Email address

Phone Number

Address including postcode

Name of business, organization or educational establishment, if relevant

Name of course name and level, if relevant

Permission to take and use photographs or films of your images for promotional activity by LSA

When you apply to take part in the LSA Student Award we will ask for the following details:

Name

Email address

Phone Number

Address including postcode

Place, course and level of study

Permission to take and use photographs or films of your images for promotional activity by LSA

When you visit our website we collect the following generic information:

IP addresses

Geographical location

Browser type

Referral source

Length of visit

Number of page views

Why are we collecting this data and how will we use it?

When you opt in to receiving our newsletter we may contact you about future events, workshops and exhibitions and invitations to previews. Your email address is used by Leicester Society of Artists for this purpose and is not shared with other organizations.

When you apply for membership your information is used only for this purpose. If you are elected to membership Leicester Society of Artists your name will be added to the list of current members on the LSA website and you will be asked for ways we may contact you in the future.

When you are contracted by Leicester Society of Artists to deliver an artwork or workshop or event we may use your information to contact you about your contract.

When you accept photography and film permission terms we may use any of the images or footage taken of you or your work for marketing, advertising, reporting and publicity purposes stated in the terms of the form. Film and photography permissions for the LSA website will remain in place indefinitely.

When you visit our website we may use an analytics service provider for website traffic analysis and reporting. Individual users will not be identifiable from this information.

Where do we store your data and how long will your data be processed for?

When you opt in to receiving our newsletter your information is stored on a secure cloud based system called Mailchimp. You can unsubscribe yourself from the Leicester Society of Artists Mailchimp List at any time using the link provided on the email.

When you apply for membership of Leicester Society of Artists your information is stored on our secure website system. Unsuccessful applicants' details are deleted from the system within a month of the applications for membership day. Successful applicants' information (new members) are deleted from the system within 1 year of applications for membership day.

When you are apply to take part in a Leicester Society of Artists exhibition your information is stored on our secure website system and deleted within 1 year of the end of the exhibition. Photography and film permissions remain in place indefinitely.

When you are asked to take part in workshops or events organised by Leicester Society of Artists your information is stored by our Data Controller held or on a secure website system and is deleted from our system within three months of the end of the event, or conclusion of any financial commitment, whichever is later. Photography and film permissions remain in place indefinitely.

When you apply to take part in the LSA Student Award your information is stored on our secure website system. Unsuccessful applicants' information and images are deleted from the system within 28 days of the announcement of the shortlisted students. Shortlisted and winning students' details will be deleted from the system within 1 year of the date of the selection of winners. Photography and film permissions for shortlisted and winning students remain in place indefinitely.

When you visit our website your information is stored on an analytics service provider indefinitely. To identify which webpages are accessed, we use services provided by Add This and Google to analyse data about web traffic. This information is only used for statistical analysis.

If we are sharing your data with others who are we sharing it with?

Other than as expressly set out in this Privacy Policy or as otherwise required or permitted by law, we will not share, sell or distribute any of the information you provide to us without your consent.

What is the legal basis for processing the data? We will process your data on the basis of consent.

What are your rights and how to enforce them?

Right to withdraw- you can opt out of receiving information from us at any time.

Right to be informed

Right of access

Right of rectification

Right to erasure

Right to restrict processing

Right to data portability

Right to object

Rights to related automated decision making including processing

How to complain

If you are not satisfied that Leicester Society of Artists is handling your personal data in a legitimate way, please contact the Leicester Society of Artists Secretary, Jax Crew:

secretary@leicestersocietyofartists.co.uk and we will try to resolve any problems.

You also have the right to contact The Information Commissioner:

Post: Information Commissioners Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK95AF.
Tel: 0303 123 1113.

Email: contact can be made by accessing the Information Commissioner's Office: www.ico.org.uk

Leicester Society of Artists use of Website Cookies

To identify which webpages are accessed on the Leicester Society of Artists website, we use traffic log cookies and analytics services provided by AddThis and Google. From this we can analyse data about web traffic and thereby constantly improve our website for users. This information is only used for statistical analysis. Cookies help us to provide website visitors with a better service by enabling us to identify which pages are most useful to most people.

Cookies do not give us access to your computer and do not reveal any information other than whatever data you choose to share with us via webforms or other inputs. Web browsers are usually set to accept all cookies automatically, but you can modify your browser to decline or query cookies. Find out more about cookies at www.allaboutcookies.org

Leicester Society of Artists, 20 May 2018