

Newsletter Privacy Notice

1. Introduction

You need to be aware of this Privacy Notice if you are signing up to receive the Anagach Arts Ltd. digital newsletter.

A Privacy Notice is a statement issued by an organisation which explains how personal and confidential data about individuals is collected, used and shared.

2. Personal Data

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of data is governed by the General Data Protection Regulation 2016/679 (the "GDPR").

Anagach Arts Ltd. will act as a "Data Controller" for any personal data that you provide to us. We will ensure that the data given to us is processed in line with our Data Protection Act 2018 (DPA 18) and the EU General Data Protection Regulations. (GDPR).

To find out more about Anagach Arts Ltd.'s data protection policies please contact us via email to hello@anagach-arts.uk.

3. The Data We Collect And How We Use It

Anagach Arts Ltd. collects data about you when you sign up to receive the newsletter. This includes:

- Your email address
- Your explicit consent to receive newsletters

We collect this data in a variety of ways. For example, through our website, social media channels and within newsletters where a sign up form can be embedded.

Data reports are automatically generated by our mailing provider Kit and information such as newsletter opens and link clicks are also stored for reporting and evaluation purposes.

Anagach Arts Ltd. complies with its obligations under the GDPR by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining

excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

The law requires that we collect and record your explicit consent before providing you with our email newsletters, but you have the right to remove your consent at any time.

If you want to remove your consent, either use the unsubscribe option provided on any emailed newsletter from us, or contact hello@anagach-arts.uk and tell us you wish to unsubscribe from the newsletter.

4. Why Do We Need This Data?

We will only ever use your data to send the newsletter to you.

5. Who Do We Share Your Data With?

Our newsletter service provider is “Kit”, who provide email marketing and automation software as a service. They process your Personal Data as a Processor on behalf of Anagach Arts Ltd.

6. How Do We Protect Your Data?

We will do what we can to make sure we hold records about you (electronically) in a secure way, and only the two Directors of Anagach Arts Ltd. will have access to the mailing list.

The data is encrypted and thus cannot be viewed without special knowledge, and the system is access-controlled so that the organisation knows precisely who has access at any given time.

7. How Long Will We Keep Your Data For?

We will retain personal information for six months after last use. If you unsubscribe and remove your consent, your information will be deleted.

8. What Can You Do With Your Data?

Under the Data Protection Act 2018 and the EU General Data Protection Regulations you have the following rights:

- The right of access to your own personal data
- The right to request rectification or deletion of your personal data
- The right to object to the processing of your personal data

- The right to request a copy of the information you provide us in machine-readable format
- The right to withdraw your consent to any processing that is solely reliant upon your consent

Should you wish to exercise any of your rights, you should contact us on hello@anagach-arts.uk.

9. Your Right To Complain

In the event that you wish to complain about the way that your personal data has been handled by Anagach Arts Ltd., you should email us and clearly outline your case. Your complaint will then be investigated in accordance with our data protection incident procedures.

If you remain dissatisfied with the way your personal data has been handled, you have the right to complain to the Information Commissioner's Office at www.ICO.org.uk. You may refer the matter to the Information Commissioner's Office whose contact details are below:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Email: casework@ico.org.uk

The ICO website also contains information on data protection and your rights and remedies.

10. If You Do Not Provide Personal Data

You are under no statutory obligation to provide personal data to Anagach Arts Ltd. during the newsletter sign-up process; however, your email address is mandatory to receive the service. If you decline to provide it, we will not be able to provide this service to you.

11. How Will We Ensure Compliance?

A six-monthly audit will take place on personal data to ensure that we remain legally compliant in accordance with current data protection legislation.