

## **ARTWEY CIC**

**Registered address:** 24 Cornwall Rd, Dorchester DT1 1RX

### **General Data Protection Regulations (GDPR) 2018 Company Policy**

**Date:** 09/01/22

**Responsible Position:** Director (Chair)

**E-mail:** [info@artwey.co.uk](mailto:info@artwey.co.uk)

Artwey CIC is a small Community Interest Company and has no employees. Therefore, the company is exempt from having to provide a GDPR policy. However, as we do collect data, the Directors believe that it is good practice to provide information in relation to that data and how we use it. We also provide information about consent and the rights of individuals in relation to accessing, removal of consent and deletion of the data. This policy will be renewed annually by the Directors and presented to members at the AGM or earlier if necessary.

#### **Consent**

Consent to store personal information is given as a condition of joining Artwey or by subscribing to our newsletter and other communications. Members **are able to remove their consent at any time by contacting the Director responsible at [info@artwey.co.uk](mailto:info@artwey.co.uk)**

#### **What Personal Information Do We Collect?**

We only collect the data that we need as follows:

- Members - Identifying personal information including names of members, addresses, email addresses and telephone numbers and website usage stats.
- Non-Members - Identifying personal information including names of members, addresses, email addresses and telephone numbers of individuals and businesses that support us
- Website and social media user stats by the public

#### **How Do We Collect Personal Information and Where do We Keep It?**

When a new member joins Artwey, their name and contact details (address, email and telephone number) are collected and collated into a database of all member contact details.

We also have a contact list of individuals and businesses that support us and/or have asked to subscribe to our mailing list via the link on our website. The data is used to send our newsletters, information about exhibitions and other communications

Individual members manage their own page on our website. They own the copyright to all of their own text and images. Individual members themselves manage their own page and decide for themselves which personal/contact details to post. Members are informed that the public are encouraged to access the website and will see the details which the member has posted on the artist pages

Some of our members have personal websites and social media accounts. We encourage all our members to conform to GDPR but members are informed that Artwey holds no responsibility for any legal requirements through any of the external links published by members on the Artwey website or social media pages.

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113 ICO website: <https://www.ico.org.uk>

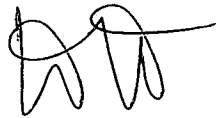
Signed (Directors)

 Alan Harris

 Frances Graves

Kates





### **What Do We Use it For?**

We never give out any information to third parties unless by the consent of the member.

We use personal data such as email addresses and telephone numbers for general communication to our members or those who have subscribed to our publications and newsletters.

We use website and social media stats to help us develop our web and social media business presence.

### **Who Can Access it?**

The only people with access to the contact list are the Directors and the Web Developer.

### **How we store your personal information**

All information is securely stored at [www.artwey.co.uk](http://www.artwey.co.uk)

### **How do we Delete Data**

If a member leaves Artwey, or refuses consent, or if anyone asks to unsubscribe from our mailing list, we will delete all of their information as soon as possible and within three months of being notified of the above.

### **What Rights Do You Have?**

If you have data stored with Artwey under data protection law you have the following rights:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at [info@artwey.co.uk](mailto:info@artwey.co.uk) if you wish to make a request.

### **How to Complain**

If you have any concerns about our use of your personal information, you can make a complaint to us at [info@artwey.co.uk](mailto:info@artwey.co.uk)

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address: