

**PRIVACY POLICY**  
*Last updated August 2018*

Pangaea Sculptors' Centre understands that your privacy is important to you and that you care about how your personal data is used. We will only collect and use personal data in ways that are described here, and in a way that is consistent with our obligations and your rights under the law.

Please read this Privacy Policy carefully and ensure that you understand it as our dealings with you will be under the terms outlined in this Privacy Policy. If you do not accept and agree with this Privacy Policy, you must stop your engagement with us immediately.

This policy applies to information held about clients and prospective clients, suppliers and prospective suppliers, artists, contacts and all other persons about whom Pangaea Sculptors' Centre holds information. By 'information' we mean personal information about you that we collect, use, share and store.

In this policy, "we," "us," and "our" means Pangaea Sculptors' Centre and "you" means the individual to whom the information relates.

**What we collect**

- your name;
- your contact information such as your address, email address and telephone number;
- if required, your payment details / financial data i.e. your bank name, account number and sort code;
- information related to your attendance of, and interest in, our exhibitions, events, artists and artworks;
- information about you that you give us in person, at our exhibitions and events, by filling in forms or on our website [www.pangaeasculptorscentre.com](http://www.pangaeasculptorscentre.com) (e.g. the 'Subscribe' section on our website to sign up to our mailing list) or by corresponding with us by phone, e-mail or otherwise; for example
  - You give us your information related to a brief when you ask us to design or make a sculpture or installation, or manage a sculpture commission for you.
  - You give us your information related to your technical abilities, skills, experience and day rate when applying for a job with us or asking to join our database of freelance fabricators
  - You give us your information in relation to your purchase of an artwork or use of our services;
- when browsing our website, standard Google Analytics data such as your IP address, your browser type.

**How we collect information about you**

We collect information that you give us in person, by filling in forms or via your use of our website (including website analytics tools such as Google Analytics), by phone, email and post.

**What we do with the information we gather**

We use your information to:

- provide information about our business activities, services, programme artworks and artists that we think you may find interesting; including
  - Invitations to events and exhibitions

- Opportunities such as residencies, commissions and employment
- Latest news and updates on our programme such as workshops, talks, events, exhibitions, artists we're working with, fundraising, local community and partnerships
- Information about our services - art consultancy, fabrication and technical
- Information about new online resources such as interviews and videos
- Publishing information e.g. editions, books.
- carry out our obligations arising from any agreements entered into between you and us;
- communicate with you; and
- comply with legal and regulatory obligations.

### **Legal basis for processing**

Our processing of your personal information is necessary:

- for the performance of contracts to which you will be a party to and in order to take steps at your request prior to you entering into those contracts;
- for the purposes of legitimate interests pursued by us as part of our Community interest Company charter (a copy of our Community interest Statement CIC36 is in the public domain and can be sent to you on request); or
- in order to comply with a legal obligation to which we are subject.

In relation to any processing of special categories of personal data, we will generally rely on obtaining specific consent from you at the time unless there is otherwise a legal requirement for us to process such information.

Where our processing is based on the legitimate interest grounds described above, those legitimate interests are: (i) collecting personal information to provide you with a smooth and efficient client experience; (ii) to make sure you receive updated information on Pangaea Sculptors' Centre's business activities; (iii) to provide the services you have requested; and (iv) for our own marketing and research.

### **Sharing your information**

Except as expressly set out in this policy we will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so.

The personal information you provide to us may be shared with third party companies, clients, agents, contractors, service providers or affiliated companies if this is necessary to provide you with our services, respond to your inquiries or for any of the purposes described in this policy.

We may also share your personal information with:

- law enforcement agencies, other governmental agencies or third parties if we are required by law to do so.

### **Your rights**

At any time, you have the right:

- to request access to or a copy of any personal data which we hold about you;
- to rectification of your personal data, if you consider that the information we are holding is inaccurate;

- to ask us to delete your personal data, if you consider that we do not have the right to hold it;
- to withdraw consent to our processing of your personal data (to the extent such processing is based on previously obtained consent);
- to ask us to stop or start sending you marketing messages as described below in the marketing section; and
- to object to your personal data being processed in certain circumstances.

Any request from you for access to or a copy of your personal data must be in writing to Pangaea Sculptors' Centre, 24 Jubilee Lane, Milton-under-Wychwood, OX7 6EW or admin@pangaeasculptorscentre.com and we will respond within one month in compliance with data protection legislation. We will comply with our legal obligations as regards your rights as a data subject.

We aim to ensure that the information we hold about you is accurate at all times. To assist us in ensuring that your information is up to date, do let us know if any of your personal details change by emailing us at the following email address: admin@pangaeasculptorscentre.com.

## Marketing

Where you are one of our creative community, clients, part of our freelance fabricator and technical database, or have otherwise agreed to be contacted for marketing we may use your personal information to send you the following information:

- Invitations to events and exhibitions
- Opportunities such as residencies, commissions and employment
- Latest news and updates on our programme such as workshops, talks, events, exhibitions, artists we're working with, art works, fundraising, local community and partnerships
- Information about our services - art consultancy, fabrication and technical
- Information about new online resources such as interviews and videos
- Publishing information e.g. editions, books.

You can unsubscribe from receiving such information at any time. You can unsubscribe from any electronic mailing we send you by clicking the 'Unsubscribe' button.

You also have the option of "unsubscribing" from our mailing list at any time thereby disabling any further such e-mail or other communication from being sent to you by:

- emailing us at admin@pangaeasculptorscentre.com
- telephoning us on +44 (0) 7814019384
- writing to us at to Pangaea Sculptors' Centre, 24 Jubilee Lane, Milton-under-Wychwood, OX7 6EW.

We will action any opt out request from you as soon as possible.

## How long will we keep your information?

We will only keep the information we collect about you for as long as required for the purposes set out above or as required to comply with any legal obligations to which we are subject. This will involve us periodically reviewing our files to check that information is accurate, up-to-date and still required.

Where we are permitted to send you direct marketing communications, we may retain your contact information necessary for this purpose for as long as you do not unsubscribe from receiving such communications. If you opt out from receiving our marketing, we will retain your information to enable us to respect your wishes to not be contacted for marketing purposes (i.e. if you unsubscribe, we will retain the necessary contact information for you to ensure that we do not contact you again, as per your wishes).

## **Security**

We are committed to ensuring that your information is secure. We have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we hold.

## **Links to other sites**

Our website may contain links to other websites of interest, including via our social media buttons. While we try to link only to websites that share our high standards and respect for privacy, we are not responsible for the content, security, or privacy practices employed by other websites and a link does not constitute an endorsement of that website. Once you link to another website from our website you are subject to the terms and conditions of that website, including, but not limited to, its internet privacy policy and practices. Please check these policies before you submit any data to these websites.

Certain features of our site will allow for social networking. You should ensure when using these features that you do not submit any personal data that you do not want to be sent, collected or used by other users, such as profile details or e-mail address.

## **How we use cookies**

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site.

Our website uses traffic log cookies to identify which pages are being used - this is a standard for Google Analytics data. This helps us analyse data about web page traffic and improve our website in order to tailor it to customer needs. We only use this information for statistical analysis purposes. A cookie in no way gives us access to your computer or any information about you.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer.

## **Questions**

Questions, comments and requests regarding this policy are welcomed and should be addressed to [admin@pangaeasculptorscentre.com](mailto:admin@pangaeasculptorscentre.com).

## **Changes to this policy**

Any changes we make to our policy in the future will be posted on this page. Please check this page frequently to see any updates or changes to our policy.

Pangaea Sculptors' Centre

Pangaea Sculptors' Centre Community Interest Company 08424651

Registered address: 24 Jubilee Lane, Milton-under-Wychwood, OX7 6EW

Email address: [admin@pangaeasculptorscentre.com](mailto:admin@pangaeasculptorscentre.com)

Telephone: +44 (0) 7814019384