

## Crescent Arts Privacy Policy 2018

Crescent Arts complies with the Data Protection Act 1998, and electronic communications will be made in accordance with the Privacy and Electronic Communications Regulations (PECR) and General Data Protection Regulation (GDPR) 2018.

We collect the personal data that you may volunteer when you sign up as a member or to receive our e-newsletter, work with us on projects as artists, partners or clients and providing information in our evaluation surveys.

Personal information we collect may include:

- Your title and full name
- Date of birth
- Postal address
- Email address
- Social media contacts
- Phone number
- Your job role and company

We will also collect and hold information about any contact you have with us as a creative partner, client or supporter, this may include details of:

- Contact preferences
- Details of correspondence sent to you, or received from you
- Any other information provided by yourself at the request of Crescent Arts
- Event attendance

When we ask you to provide your personal information we will let you know why we are asking, and how we will use your data, by directing you towards this notice.

Depending on your relationship with Crescent Arts, and the preferences you have indicated, data we hold may be used by us for the following purposes:

To send you promotional or marketing information by post, telephone or electronic means. These types of communications can include:

- Informing you of our events, exhibitions, workshops, opportunities and other activities.
- As some of our work is situated in host venues, operated by partner organisations such as rural locations, museums and libraries, we will include information about these as appropriate.
- News and updates about Crescent Arts, our artists with links to host venues and marketing or supporter e-newsletters.
- Other relevant communications based upon your relationship with Crescent Arts.

We understand that your personal information and privacy are important to you. We make every effort to ensure that the information you share with us is recorded accurately, retained securely and used only according to your wishes.

We will check with members each year to make sure that you wish to remain on our mailing list.

We use a GDPR compliant marketing automation platform (Envoy) to store our database, send you emails and host our e-news signup forms.

We protect your personal information and adhere to all current data protection act legislation with respect to protecting privacy. We do not give out, sell or trade our mailing list data with third parties. Data provided at any other host venues during an Crescent Arts exhibition or event, will be treated in accordance with this Privacy Policy.

The information you provide will be used primarily to keep you informed about the activities of Crescent Arts.

If at any time you no longer wish to receive communications from us you can unsubscribe to our e-newsletter. If you would like to know what information relating to you we have stored, simply contact us by email at [mail@crescentarts.co.uk](mailto:mail@crescentarts.co.uk)