

# ARTICULTURE

## **Privacy Policy**

This notice describes your rights.

It provides information about your rights relating to your personal information along with how we collect, use and share your data.

Articulture are committed to abiding by all laws and this includes the Data Protection Act 2018 which incorporates the EU General Data Protection Regulation (GDPR).

We comply with the principles of the Act and aim to maintain consistently high levels of best practice in our processing of your information. This Policy is intended to assist you in making informed decisions about your information when using our website, applying for commissions, or making general enquiries.

Please take a minute to read and understand the Policy.

By making contact with Articulture you consent to our collection and use of your information as described in this notice. If we change our notice, policy and/or procedures, we will post those changes on our website to keep you aware of what information we collect, how we use it and under what circumstances we may disclose it.

Your continued use of the website, communication to Articulture after this notice has been amended shall be deemed to be your continued acceptance of this notice, as amended.

All your information will be held and used in accordance with the Act where applicable. All data collected from applicants for commissions will be destroyed after 3 years. All general enquiries to a member of the Articulture team will be destroyed after 3 years.

## **WHAT INFORMATION DO WE COLLECT?**

When you visit and use our website, attend events, apply for a commission, have a general enquiry you may provide us with or we may collect your information such as your postal address, email address and other personal information. You may provide or we may collect this information in a number of ways:

Information you voluntarily provide to us:

We collect and maintain information that you voluntarily submit to us during your communication. For example:

- When you register on our website to an e-newsletter or apply for a commission or participate in social networking activities, you may provide us with certain information including your name, email address, demographic information,
- You may provide us with information in the course of an email communication, customer support interactions and surveys.
- We may ask for different pieces of information. You can choose not to provide us with certain information, but this may stop you from gaining access to a service or limit the features that you can use on our website and the information we are able to send you.

## **MARKETING**

Where you have provided us with the appropriate consents, or where the Act entitles us to do so, we may send you marketing materials about upcoming events. We are fully committed to ensuring the rights and obligations set out in the Act and the Privacy and Electronic Communications Regulations 2003 are respected.

## **SECURITY OF YOUR INFORMATION**

We follow appropriate security procedures in the storage and disclosure of your information so as to prevent unauthorised access by third parties. However, unfortunately, the transmission of information via the Internet is not completely secure. So, we cannot ensure the security of your information transmitted by you to us via the internet. Any such transmission is at your own risk and you acknowledge and agree that we shall not be responsible for any unauthorised use, distribution, damage or destruction of your information, except to the extent we are required to accept such responsibility by the Act. Once we have received your information we will use security procedures and features to prevent unauthorised access to it.

## **SOCIAL MEDIA GUIDELINES**

We trust users to be responsible, and the huge majority of people who post on our channels respect that trust. Articulture may remove any content that it considers to be unlawful (or which promotes unlawful conduct) or which it deems inappropriate, including but not limited to:

- Obscene, offensive, hateful or inflammatory comments or comments that incite or condone violence against individuals or groups based on race or ethnic origin, religion, disability, gender, age, nationality, or sexual orientation/gender identity, or whose primary purpose is inciting hatred on the basis of these core characteristics
- Threatening or abusive content or content that invades another's privacy, or which harasses or causes annoyance, inconvenience, or needless anxiety
- Content showing harmful or dangerous acts
- Pornography or sexually explicit content
- Spam, scams, misleading content or metadata

- Violent or graphic content

Some comments might offend you but won't necessarily violate our guidelines. We recognise that people think, feel and react in different ways. Assessing content may involve a delicate balancing act and our assessment may not please everyone all of the time.