



## Data Protection and Privacy Policy

We want everyone involved with Open Studios Hebrides to feel confident with how any personal information, that is shared with us, is stored and used. The security of your personal information is critically important to us.

This policy sets out how we collect, store and use any personal information that identifies or could identify individuals. It describes how personal information is collected, used, and shared when members or visitors visit our website, social media pages or become a member of OSH: [www.openstudioshebrides.com](http://www.openstudioshebrides.com) Facebook, Instagram or when visitors attend venues where OSH holds exhibitions and Open Studios events.

It enables OSH to comply with the law in respect of the data that OSH holds on individuals (member artists, visitors to OSH events) and protects the organisation from the consequences of a breach in our responsibilities.

The General Data Protection Regulation (GDPR) 2018 gives individuals the right to know what information is held about them and provides organisations with a framework to ensure that personal information is handled properly.

### Your Personal Information

- We will not ask you for personal information or store it unless we need it for organising Open Studios Hebrides.
- We will ensure that personal data is kept secure against unauthorised or unlawful loss or disclosure.
- We only disclose any personal data in compliance with proper procedures.
- We do not keep personal information for longer than is necessary.
- We ensure that OSH follows good data protection practices.

Personal data means any recorded information held by us and from which an individual can be identified, including names, addresses, telephone numbers, email address, website, social media links.

This information is gathered by OSH in a variety of ways including membership forms, payment of membership fees, Whats App and Social Media, website visits and audience surveys at Open Studios events and exhibitions.

### How Your Personal Information Is Used

#### Members

Members' personal information will only be used by Open Studios Hebrides for the purpose of populating our annual brochure and our website or to contact you with information about OSH. It will not be disclosed to third parties without your explicit consent or unless we are required to do so by law.

### **Visiting Public**

In collecting feedback from visitors to Open Studios events, we will not ask for any personal details unless visitors specifically wish to be kept informed of future events. In this case, those details will be held securely and used only by OSH to share information about future OSH dates

The OSH website is operated by WIX who will hold your information securely according to their own Data Protection policy.

### **Data Retention**

Your personal data is currently held in electronic and paper form as appropriate. Electronic data is protected by the use of passwords and is held securely. Paper information is kept in a locked cabinet and is destroyed confidentially when no longer needed.

### **Your Rights**

By providing information on your membership applications, you are permitting us to use it on our brochures and website for the purpose of promoting your studio or art business. We will use your details for the Open Studios Event, but we will always provide you with an opportunity to opt out of the use of your personal information for marketing purposes.

This can be done by getting in touch via the website Contact page [www.openstudioshebrides.com](http://www.openstudioshebrides.com)

or by emailing us on [openstudioshebrides@gmail.com](mailto:openstudioshebrides@gmail.com)