



Privacy Notice

Scottish Sculpture Workshop | Reviewed July 2020

Scottish Sculpture Workshop (SSW) is committed to protecting your privacy and any personal information you may share with us while using this website.

This document explains why and how we collect personal information about people who visit our website, how we use it and how we keep it secure. We may change this document slightly by updating this page. By using our website you agree to the practices outlined below.

Any questions regarding this document and our privacy practices can be sent to the address below or by phoning 01464 861372.

Who we are Scottish Sculpture Workshop,
1 Main Street,
Lumsden,
Scotland.
AB54 4JN

(+44) 01464 861372
admin@ssw.org.uk

How we collect information from you

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- submitting a booking
- submitting an application
- submitting an Open Access request
- to sign up to our newsletter
- as part of a survey or questionnaire

We also receive personal information indirectly from the following sources in the following scenarios:

- using our website

Under the General Data Protection Regulation (GDPR), we rely on several lawful bases for processing this information:

- contractual obligation
- legitimate interest
- consent
- legal obligation

What information we collect from you

We collect your IP address when you use our website. This data is anonymised before being used for analytics processing (see 'Cookies' below).

If you choose to sign up for our email newsletter, we will collect your name, email address, marketing preferences and consent for receiving direct marketing.

For applications or access requests, for example applying for residency, internships or employment and requesting open access, then we will collect information from you to service your request/ application. This includes contact details including your name, address, email address and telephone number.

For direct bookings, such as courses and ceramics access, we will collect your contact details, information on your emergency contact, access requirements and medical information if relevant.

How your information is used

We use your information to:

- Process bookings that you have submitted (courses, ceramics) and keep you safe on site
- To process Open Access requests that you have submitted
- To process a job, internship or residency application that you have submitted
- To carry out our obligations arising from any contracts entered into by you and us
- To send you our email newsletter
- To ask you to participate in surveys and evaluation
- To send you any other information you may have requested
- To analyse how our website is used and by who

We will not contact you for marketing purposes unless you have given us your consent, or we believe you have a legitimate interest in the content.

How your information is stored

We collect and store your information via third-party data processors (including Capsule, Wufoo and Mailchimp) and process payments via a third-party data processor (Stripe). This means payment details such as your card information is not held or processed by us, instead a platform which specialises in the secure processing of credit and debit card transactions.

We audit our third party processors' cyber security credentials and policies regularly to ensure they meet our standards.

We will hold your personal information on our systems for as long as is necessary for the relevant activity, or as specified in our Data Retention Policy. We review and manage our data retention periods on a regular basis.

Following the data retention period, any information we hold will be erased from our systems, including the third-party processors we use. Successful applications and awarded contracts will be redacted and archived.

Who has access to your information

We will not sell, distribute or lease your personal information to third parties, unless we are required by law to do so.

Within SSW, employee information access rights are managed and subject to role-based need. Our staff team are trained in data protection and cyber security.

Cookies

A cookie is a small file of letters and numbers that is downloaded onto your computer when you visit a website. www.ssw.org.uk uses three cookies.

One of these (asp_transient_id) is used to ensure the website functions efficiently. This is deleted from your computer when you leave the website.

The other two cookies (_gid and _ga) collect data on how you are using the website; what you click on, how long you stay on the page and where you are accessing the website from. These stay on your computer for 24 hours. This information is anonymised before we use it to analyse our website use with Google Analytics and we cannot identify you from this information.

You can opt in or opt out of cookies on the SSW website using the buttons in the cookie banner on your first visit. Your preferences will be deleted after one month.

Embedded content

Pages on this site may include embedded content from third party services, such as Soundcloud or Vimeo, for example. Embedded content from other websites behaves in the exact same way as if you had visited the other sites website.

These websites may collect data about you, use cookies, embed additional third-party tracking and monitor your interaction with the embedded content if you have an account and are logged in to the third party service.

Your data protection rights

You have the right to ask us for copies of your personal information..

If you believe any information we hold on you is incorrect or incomplete, please write to or email us using the addresses above as soon as possible. We will correct any information found to be incorrect as soon as possible.

You have a right to ask us to erase your personal information in certain circumstances, except when your data is legally required for our records (e.g. financial, health and safety)

You have a right to ask us to restrict the processing of your personal data in some circumstances. For example if you no longer want to receive our email newsletter you can click unsubscribe in the footer and you will no longer receive communications.

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 a charge to exercise your rights. If you make a request we have one month to respond to you.

Please contact us at: admin@ssw.org.uk, 01464 861372 or SSW, 1 Main Street, Lumsden. AB54 4JN 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: jenny@ssw.org.uk or SSW, 1 Main Street, Lumsden. AB54 4JN.

You can also complain to the ICO if you are unhappy with how we have used your data and/or responded to your concern.

The ICO's address:
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
AK9 5AF

Helpline number: 0303 123 1113
ICO website: www.ico.org.uk