

MOS Privacy Policy

Marlborough Open Studios (MOS) will always store your personal details securely. We'll use your details to provide the service that you have requested, and communicate with you in the way(s) that you have actively agreed to. Your data may also be used for analysis purposes, to help us provide the best service possible and to contact you. We will never pass your details on to anyone else without your explicit consent. You are free to change your mind at any time by changing your contact preferences online, or by emailing

secretary@marlboroughopenstudios.co.uk

Contact details Marlborough Open Studios (MOS) secretary@marlboroughopenstudios.co.uk

What data we collect from you

We collect information you provide; your name, address, telephone number (landline or mobile) and email address.

How we use your data

- We will use your telephone number and/or email address to contact you about MOS events and other similar arts and craft activities.
- We will use your email address to send you direct marketing emails about future, events, workshops and activities from us so that you only receive information that is likely to be of interest to you.

We will process your personal data using GDPR rules

Consent:

- We will only use your email address to send you direct marketing emails if we have your consent.
- We will only process your personal data to send you information about our activities and related activities if we have your consent.

Legitimate interests:

- We may use your address to mail you marketing and membership information and to send you administrative mail.
- We will also use this information for internal reporting and analysis.

To opt out of any of the above please contact us

secretary@marlboroughopenstudios.co.uk

Data Subject Rights Under the GDPR you, as the data subject, have the following rights:

- You have the right to ask us for a copy of the data we hold about you.
- You have the right to ask us to correct any data we hold about you.
- You have the right to ask us to delete the data we hold about you.
- You have the right to ask us to stop processing your data.
- You have the right to ask us to provide you with your data in a common, machine readable format.

- You have the right to restrict the processing of your data to specific purposes, i.e. you can object to receiving direct marketing.
- You have the right to withdraw your consent at any time.
- You have the right to make a complaint to the Information Commissioner's Office - <https://ico.org.uk/>

We will not charge you for a copy of the data we hold about you, and will respond to requests within 1 month.

Sharing your data

- We will never sell your personal data to another organisation.
- We may disclose your personal data if required by law or to enforce our legal right.

How long we will hold your data

- We will hold your personal data for a maximum of 5 years before gaining further consent, unless instructed differently by you. We will send an annual email reminding you how to update your consents or opt out of specific types of communication.
- We will review our criteria for determining our retention period regularly.

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