

Privacy Policy

Last updated Wed 16 May 2018

We at **Civic Room** are committed to maintaining your privacy and looking after the personal information that you may provide us as part of email sign-ups. The information we collect, process or use is held securely and treated in accordance with this privacy policy and with the General Data Protection Regulation of 2018 (GDPR) and the Privacy and Electronic Communications Regulations 2003. Whenever you provide personal information to Civic Room, you are consenting to its collection and use in accordance with this policy, including our use of cookies (as explained below).

Personal information we collect and process

You will be asked for personal information when you sign up for updates about our programme and events.

When you use our website

We log your Internet Protocol (IP) address, in order to receive and send information from and to you over the internet.

How we'll highlight this notice

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

Consenting to (and unsubscribing from) marketing communications

With your consent, we will contact you to let you know about upcoming events. Occasionally, we may include information from partner organisations in our communications with you.

We aim to make it easy for you to tell us how you want us to communicate with) or by emailing info@civicroom.com

When we will use our legitimate interest to contact you

In a small number of circumstances we may contact you on the basis that we have a legitimate interest in processing your information. For example we will do this when we send invitations to openings and events to contacts we think will be interested in attending; and when we send out our Christmas wishes. Anyone who receives these

communications can still choose not to be sent them again by selecting 'unsubscribe' at the bottom of an email or contacting us by e-mail.

Who we might share your personal information with

Your personal information might be passed to a third party if they need it to services, to execute the communications we send to you or to send our communications. We carry out comprehensive checks on these companies before we work with them, and only work with companies with comprehensive security measures in place.

We do not currently have any data-sharing agreements with other organisations in place, and if we were to set these up in future we would ask for your consent before sharing your information.

Except as set out in this policy, we shall not disclose your personal information unless obliged to, or allowed to do so by law, or where we need to in order to run our business (e.g. where other people process information for us).

We will not share your information other than as described above without your express consent.

How do we keep your personal information safe?

We ensure that there are appropriate technical controls in place to protect your personal details. For example, any electronic platforms carrying your data are password-protected and encrypted.

Where we have given you (or where you have chosen) a password which enables you to access certain parts of our website, you are responsible for keeping this password confidential. We ask you not to share a password with anyone.

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal information, we cannot guarantee the security of your information transmitted to our site; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

How do we keep your information up to date?

We endeavour to keep your personal information accurate and up to date. If you become aware of errors or inaccuracies, please email info@civicroom.com or update the information we hold about you by logging in to the 'My Account' section of our website.

We would really appreciate it if you could let us know if your contact details change.

How can you access the information we hold about you? You have the right to know what personal information we hold about you, and to request a copy of that information free of charge. To make this request please email info@civicroom.com with the subject line 'Data access request'. We will provide you with your information within one month of receiving your email.

Requesting the deletion of your data

You have the right to ask us to remove your data. To do this, please email info@civicroom.com with the subject line 'Data removal'. We will make sure this is completed, and confirmed with you, within one month of receiving your request.

Photographs and filming

We commission professional photographs and filming at some of our events for documentation and publicity purposes. The results may be used in reports to funders, on our website, on social media or in our printed marketing materials.

We will always display prominent signs at such events letting you know that photography is taking place. If you do not wish to be photographed just let a member of DCA staff know and we will ensure you do not appear.

We will always ask for written permission before photographing or filming children. In the case of schools visits we will liaise with teachers on photography permissions for their classes.

If you notice a photograph or film that you appear in and would prefer that we don't use it, please email info@civicroom.com with the subject line 'Photography or Filming removal'.

Links

Our website contains links to other websites. We are not responsible for the privacy practices of these and you should read their own privacy policies. This policy applies only to personal information collected by us.

Changes to this policy

Our privacy policy may change at any time, so you may wish to check it each time you visit our website. Any changes will apply from the time that they are posted to our website. If we make any significant changes in the way we treat your personal information we will contact you to let you know.

If you have any questions at all about the ways in which we collect and use your personal information please contact us at info@civicroom.com