CRTA privacy policy

Privacy Policy

Your privacy is very important to us.

We do not collect personal information from you when you visit our website without your prior consent.

Collecting Data

We collect data from our website to help us understand how people access it and what people are using it for. This also helps us to work out whether there have been any technical problems with the site. The information that we collect does not contain your personal information and we cannot link it with individual visitors.

Personal Information

We collect personal information only when you specifically and knowingly give it to us. Examples of this are when you send an email to us, or when you fill in an online form giving us your details such as our newsletter sign up. We only use the information that you give to us for the reasons stated at the time that you provide it. The only exception to this is where we have a legal obligation to share the information that you provide, or where there is provision in law to do so. All information that you give to us is processed and stored in accordance with the General Data Protection Regulation (GDPR). You can unsubscribe at any time from newsletter by clicking the unsubscribe button in the newsletter or you can email us at crta@cheshirewestandchester.gov.uk

Links to External Sites

Our site contains links to other websites. The inclusion of these links is for your convenience and it does not imply that we endorse products or services contained on external sites in any way. Because these links are outside of our control, we cannot guarantee that all of the links will work all of the time. We cannot guarantee your privacy once you have left the CRTA website.

Your personal data and communications

We will only contact you via email in accordance with Privacy in Electronic Communications Regulation (PECR).

If you sign up for our newsletter via email your personal data (email address and name) is stored on a database held on secure server at Cheshire West and Chester council. Our newsletter is sent out through mailchimp who's privacy policy is available here <u>https://mailchimp.com/legal/privacy/</u>.

If you signed up to be on our mailing list via a feedback form after a CRTA event, then once your email, name and postcode information (if given) is taken from the forms and added to the database by the CRTA administrator, the forms are securely destroyed. We do not share your contact data with third parties and will not sell your contact data to other organisations. We will only share your postcode data with our funders (Arts Council England and Cheshire West and East Councils) for

analysis purposes (anonymously) if you gave us permission to do so when you signed up. Your contact details are only used to inform your or CRTA and arts events in Cheshire via our newsletter.

We will hold your personal data on our database as long as you wish to be on it. There is an unsubscribe button on the bottom of each newsletter, which will enable you to be removed and forgotten from the database permanently. You can also unsubscribe at any time or request more information about how we store your data by emailing <u>crta@cheshirewestandchester.gov.uk</u>.