

UK Colour Pencil Society

Privacy Policy

The type of personal information we collect

When you visit our website, we automatically collect certain information about your device, including information about your web browser, IP address, time zone, and some of the cookies that are installed on your device. Additionally, as you browse the website, we collect information about the individual web pages or products that you view, which websites or search terms referred you to the website, and information about how you interact with the website. We refer to this automatically-collected information as 'device information'. Please note that we do not alter our website's data collection and use practices when we detect a 'Do Not Track' signal from your browser. If you purchase a subscription or goods, or make an application from our website, we collect the personal data which enables us to fulfil our contract with you (for example your name and contact details). We do not collect any payment details.

How we get the personal information and why we have it

By completing a membership application/renewal form, entering one of our exhibitions and by registering an account on our website, you provide your personal information which allows us to identify you, including through the use of cookies, and give you access to dedicated services. You might also contact us via letter, email, or when you communicate through completing a membership application form.

We use your personal information to record any correspondence and communicate with you via any method we are able, to send out information relating to membership (such as renewal reminders), events (such as our exhibitions) or publications you are entitled to (eg *Talking Point*) (via email, Mailchimp or post), and to maintain contact with our members. You can unsubscribe from Mailchimp messages at any time. Where you have given consent to the processing of your data you may withdraw it at any time.

On our website we process your information to screen for potential risk or fraud (in particular, your IP address). We use it to improve and optimise our website (for example, by generating analytics about how our visitors browse and interact with the website). We use this information to personalise your repeat visits to our website.

When you make a purchase or attempt to make a purchase through the website (such as membership fees, exhibition fees and items for sale), we collect certain information from you, including your name, shipping address and email address. We collect which payment method you use (such as PayPal) but we do not collect any of your personal payment details, such as PayPal account details or credit card numbers.

We are committed to protecting your privacy and the security of your personal information is important to us. Under no circumstances do we rent, trade or share your contact details (postal or email address) or your artwork images without your consent. If we are requested to pass on your details to a third party, we will inform them that we have passed their details to you but we will never disclose your details to a third party, this leaves it to you whether you respond. We follow generally accepted industry standards to protect the personal information submitted to us, both

during transmission and once we receive it. However, no method of transmission over the internet, or method of electronic storage, is totally secure. Therefore, while we strive to use commercially acceptable means to protect your personal information, we cannot guarantee its absolute security. We assume no liability for any disclosure of data due to errors in transmission, unauthorised third party access or other acts of third parties, or acts or omissions.

We share your personal information with the following third parties only:

Mailchimp – manages our email communications with you, such as newsletters, membership renewal reminders, news of our exhibitions and society announcements. Mailchimp may also collect data concerning the date and time when the message was viewed by the you, as well as when you interacted with it, such as by clicking on links included in the message. You are added to the mailing list only if you have given permission when joining the society and at each annual renewal. There is a footer on every email sent which allows you to update your details and a separate link to unsubscribe. Your personal information is removed from the mailing list within 6 months of you cancelling or lapsing your membership with us.

Groups io – manages our society forum. You are added to the forum only if you have accepted our invitation and registered at the forum. There is a footer on every email sent which allows you to update your details and a separate link to unsubscribe. Your personal information is removed from the forum database within 6 months of you cancelling or lapsing your membership with us.

Caric Press Ltd – prints and distributes our magazine *Talking Point*. Your name and postal address are supplied as a mailing list to the printer to enable distribution of the magazine.

How we store your information

Your personal data is stored in a number of ways: securely in paper files where you have completed a physical membership application form; on secure servers hosting our website and emails; at Dropbox; using software systems such as Microsoft.

Your rights

We want to make sure that your personal information is accurate and up to date. You have rights to access personal information we hold about you and to ask that your personal information be corrected, updated, or deleted. You can view and amend the information that we hold about you at any time by logging into our website and visiting your details in 'My Profile'. We may be holding other information about you, for instance were an exhibitor in one of our exhibitions.

You may instruct us to correct or remove information you think is incomplete or inaccurate, or delete it (if we are not legitimately required to keep it) if you have withdrawn consent to it being processed; and you can opt out of our targeted communications. You can request to see what information we hold on you (by submitting a subject access request, see below).

Subject access request: You can ask us at any time whether we are holding any personal information about you and you can also request to receive a copy of that personal information. If you do wish to make a subject access request, please be explicit about the information you seek and provide proof of identity.

Data retention

Your personal data is kept under review. If you have registered on our website, we will retain your name and email address until you cease to be a member of the Society or you request us to remove you from the registration database. Personal data and business correspondence in relation to all business contracts involving payment is retained for a minimum of six years after the end of the tax year (to satisfy the legal requirements of Her Majesty's Revenue and Customs).

The Society retains old archive materials and artwork images from previous exhibitions. Only the artist's name is retained and no other personal data in this respect.

How to contact us

If you have any queries or concerns about our use of your personal information, you can contact us at:

UK Colour Pencil Society
63 Hilden Park Road, Hildenborough, Tonbridge, TN11 9BW
Email: admin@ukcps.org.uk

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: www.ico.org.uk

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