

Cam Valley Arts Trail Group is committed to protecting and respecting your privacy.

This Policy explains when, why and where we collect personal information about people who become members; visit our website; and come to our events, or data from the public domain, how we use it, and how we keep it secure.

We may change this Policy from time to time so please check our website occasionally to ensure that you're happy with any changes. By using our website, completing feedback forms, or joining as a member, you're agreeing to be bound by this Policy.

Any questions regarding this Policy and our privacy practices should be sent by email to [camvalleyartstrail@gmail.com](mailto:camvalleyartstrail@gmail.com). Alternatively, you can telephone 07763218176

### **Who are we?**

Cam Valley Arts Trail Group, formed in February 2013, has over 50 local artists and craftspeople as members and we organise an annual Autumn Arts Trail around High Littleton, Paulton, Clutton, Tunley, Farrington Gurney, Hallatrow, Timsbury, Temple Cloud and other villages in the Cam Valley.

We also hold a Spring Exhibition & Sale in April each year and various Workshops throughout the year.

The aim of the group is to promote and support local artists and craftspeople that live and work in the Cam Valley area and share the arts within our communities.

### **How do we collect information from you?**

We obtain information about you when you complete a Membership form, or our Contact Form on our website, or complete a feedback form at one of our events, and gather information from other exhibitions and from the public domain.

### **What type of information is collected from you?**

The personal information we collect might include your name, address, email address, telephone number and your interests/preferences and your feedback about our events. Weebly.com and Mailchimp.com, which CVAT uses for the website and newsletters, automatically collect background information such as Internet Protocol address, your operating system, your browser ID, your browsing activity and other information about how you interacted with the website. This information is collected through use of cookies and other tracking technologies. Please see [www.weebly.com](http://www.weebly.com) and [www.mailchimp.com](http://www.mailchimp.com) for their full privacy statement.

### **How is your information used?**

We may use your information to:

- send you communications that may be relevant and of interest to you; these may include information about exhibitions, art sales, workshops
- handling membership subscriptions
- dealing with entries into a prize draw
- seek your views or comments on the services we provide
- notify you of changes to our group
- provide meeting dates
- automatically collected information by Weebly.com and Mailchimp.com is used to improve their systems and improve the service to you. CVAT has no control over this, but individuals are able to decline cookies via browser setting.

A cookie is a small file which asks permission to be placed on your computer's hard drive. Websites use cookies to help provide a better website by monitoring which pages you use or not. Cookies do not give a company any access to your computer or information about you. For information about how cookies are used by Weebly.com and Mailchimp.com please visit their websites. You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer.

We review our retention periods for personal information on a regular basis. We will hold your personal information on our systems for as long as is necessary for the relevant activity.

### **Who has access to your information?**

Your information is only accessed by our committee members

We would not share your contact details with other members or supporters without contacting you directly beforehand for your consent

We will not sell or rent your information to third parties

We will not share your information with third parties for marketing purposes

### **Your choices**

You can decide to either Unsubscribe or Withdraw your Consent at any time by emailing us to that effect at [camvalleyartstrail@gmail.com](mailto:camvalleyartstrail@gmail.com) or telephone on 07763218176

**Unsubscribing means** that your email address becomes permanently restricted on our system and the same email address cannot be acquired from future data in the public domain

**Withdrawing consent means** that your data will be erased from our system. However, this also means that we may, at a future time, pick your data up again from information in the public domain. e.g. Arts Trail Brochures, Exhibition Listings

### **How you can access and update your information**

The accuracy of your information is important to us. We're working on ways to make it easier for you to review and correct the information that we hold about you. In the meantime, if you change email address, or any of the other information we hold is inaccurate or out of date, please email us at: [camvalleyartstrail@gmail.com](mailto:camvalleyartstrail@gmail.com), or telephone on 07763218176

You have the right to ask for a copy of the information we hold about you and we will respond within one calendar month.

### **Security precautions in place to protect the loss, misuse or alteration of your information**

When you give us personal information, we take steps to ensure that it's treated securely. Non-sensitive details (your email address etc.) are transmitted normally over the Internet, and this can never be guaranteed to be 100% secure. As a result, while we strive to protect your personal information, we cannot guarantee the security of any information you transmit to us, and you do so at your own risk. Once we receive your information, we make our best effort to ensure its security on our systems.

### **Links to other websites**

Our website may contain links to other websites run by other organisations. This privacy policy applies only to our website, so we encourage you to read the privacy statements on the other websites you visit. We cannot be responsible for the privacy policies and practices of other sites even if you access them using links from our website.

In addition, if you linked to our website from a third party site, we cannot be responsible for the privacy policies and practices of the owners and operators of that third party site and recommend that you check the policy of that third party site.

### **16 or Under**

We are concerned to protect the privacy of children aged 16 or under. If you are aged 16 or under, please get your parent/guardian's permission beforehand whenever you provide us with personal information.

### **Review of this Policy**

We keep this Policy under regular review. This Policy revision was adopted at the 17 April 2018 AGM.