

# CANDIDA STEVENS GALLERY

## Privacy Policy

Candida Stevens Gallery takes the privacy and security of data very seriously. We are committed to protecting the information held by the Gallery. We do not sell, rent or trade the email lists we have. To make sure that you are clear of our intentions and the way in which data is held, stored, and used by the gallery, we have put together this privacy notice.

This policy applies to information held about clients and prospective clients, suppliers and prospective suppliers, contacts and all other persons about whom Candida Stevens Gallery holds information. By 'information,' we mean personal information about you that we collect, use and store.

In this policy, "we," "us," and "our" means Tint-Art Ltd (trading as Candida Stevens Gallery), a company registered in England and Wales with No 08501162, registered office 12 Northgate, Chichester, West Sussex PO19 1BA, and "you" means the individual to whom the information relates.

If you have any requests concerning your personal information or any queries regarding our practices please do not hesitate to contact the gallery at [info@candidastevens.com](mailto:info@candidastevens.com).

Please know that our website contains links to third party sites, including via our social media buttons. While we try to link only to websites that share our high standards and respect for privacy, we are not responsible for the content, security, or privacy practices employed by other websites and a link does not constitute an endorsement of that website. Once you link to another site from our website you are subject to the terms and conditions of that website, including, but not limited to, its Internet privacy policy and practices. We recommend that you read the privacy policy of any such sites that you visit.

### What information we may collect about you:

- Name
- Job title
- Company Name
- Contact information; such as your address, email address and telephone number
- Market research data (such as collecting interests, habits, opinions, predictions, connections to other clients)

- Only if required, your payment details / financial data (i.e. your bank name, account number and sort code) when provided to us by you, please note that once a transaction is complete we do not retain this information.
- Information about you that you give us in person at our events, at art fairs, or by filling in forms on our website <https://candidastevens.com> (e.g. through the 'contact' page, when you sign up to our mailing list, or by corresponding with us by phone, e-mail or otherwise).
- Information given to us in relation to your purchase of artwork, or use of our services, such as 'Try Art Out', talks and consultancy sessions.

### **How we collect information about you:**

You may share personal information with us by filling in forms on our website, or by corresponding with us by post, phone, email, on our social media or otherwise. This includes information you provide when you:

- Use our website (i.e. when you subscribe to our mailing list)
- Information you give to us when you purchase any art work through the gallery, at events held by us, or when you visit us at any of the art fairs we attend
- Use our social media accounts (Twitter, Instagram, Facebook)
- Sign up for our newsletters
- Visit us at the gallery

### **What we do with the information we gather:**

We use your information to:

- Provide you with information about our artists work, exhibitions and services;
- Keep you informed about art work, artists and events that we think you may find interesting;
- Carry out our obligations arising from any agreements entered into between you and us;
- Keep our site safe and secure;
- Comply with legal and regulatory obligations;
- For security and to check your identity

### **Legal basis for processing**

Our processing of your personal information is necessary (i) for the purposes of legitimate interests pursued by us; (ii) in order to comply with a legal obligation to which we are subject; or (iii) for the performance of contracts to which you will be a party to and in order to take steps at your request prior to you entering into those contracts.

In relation to any processing of special categories of personal data, we will generally rely on obtaining specific consent from you at the time unless there is otherwise a legal requirement for us to process such information.

### **Legitimate interests**

- Where our processing is based on the legitimate interest grounds described above, those legitimate interests are:
- Collecting personal information to provide you with a smooth and efficient client experience;
- Running our business;
- To make sure you receive updated information on the gallery or our artists activities;
- To provide the services you have requested;
- For our own marketing, research and development.

### **Will we share your information with third parties?**

- Except as expressly set out in this policy we will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so.
- The personal information you provide to us may be shared with the following categories of companies if this is necessary to provide you with our artwork, or services, respond to your inquiries or for any of the purposes described in this policy:
  - Third party companies;
  - Agents;
  - Contractors;
  - Service providers; or
  - Affiliated companies.
- We may also share your personal information with:
  - Law enforcement agencies, other governmental agencies or third parties if we are required by law to do so; and
  - Other business entities should we plan to merge with or be acquired by that business entity, or if we undergo a re-organisation with that entity.

## Your Rights

At any time, you have the right:

- To request access to or a copy of any personal data which we hold about you;
- To rectification of your personal data, if you consider that the information we are holding is inaccurate;
- To ask us to erase your personal data, if you consider that we do not have the right to hold it;
- To withdraw consent to our processing of your personal data (to the extent such processing is based on previously obtained consent);
- To ask us to stop or start sending you marketing messages as described in the marketing section;
- To restrict processing of your personal data;
- To data portability (moving some of your personal data elsewhere) in certain circumstances;
- To object to your personal data being processed in certain circumstances;
- To not be subject to a decision based on automated processing and to have safeguards put in place if you are being profiled based on your personal data.

Any request from you for access to or a copy of your personal data must be in writing and we will endeavour to respond within a reasonable period and in any event within one month in compliance with data protection legislation. We will comply with our legal obligations as regards your rights as a data subject.

We aim to ensure that the information we hold about you is accurate at all times. To assist us in ensuring that your information is up to date, do let us know if any of your personal details change at the following email address [info@candidastevens.com](mailto:info@candidastevens.com)

## Marketing

Where you are one of our clients or have otherwise agreed to be contacted for marketing we may use your personal information to send you information about our artwork, services, events, fairs. You can stop receiving marketing messages from us at any time by clicking the 'Unsubscribe' link at the bottom of any email we send you.

You also have the option of "unsubscribing" from our mailing list at any time thereby disabling any further such e-mail or other communication from being sent to you by emailing [info@candidastevens.com](mailto:info@candidastevens.com).

We will action any opt out request from you without delay.

## **How long will we keep your information?**

We will only keep the information we collect about you for as long as required for the purposes set out above or as required to comply with any legal obligations to which we are subject. This will involve us periodically reviewing our files to check that information is accurate, up-to-date and still required.

Where we are permitted to send you direct marketing communications we may retain your contact information necessary for this purpose, for as long as you do not unsubscribe from receiving the same from us. If you opt out from marketing, we will retain your information to enable us to respect your wishes to not be contacted for marketing purposes.

## **Our Mailing List**

As part of the registration process for our monthly e-newsletter, we collect personal information, in this case, we ask for your name and your email address. We don't rent or trade email lists with other organisations and businesses.

You can unsubscribe to general mailings at any time by clicking the unsubscribe link at the bottom of any of our emails.

## **Complaints**

Questions, comments and requests regarding this policy are welcomed and should be addressed to [info@candidastevens.com](mailto:info@candidastevens.com).

If you have any concerns about our use of your information, you also have the right (as a UK resident) to make a complaint to the Information Commissioner's Office, which regulates and supervises the use of personal data in the UK, via their helpline on 0303 123 1113.

## **Children under 14**

We do not intentionally collect any information on children under 14 years of age. We will undertake to delete any details of such users where a parent or guardian has notified us that any such details have been obtained.

## **Changes to this policy**

Any changes we make to our policy in the future will be posted on this page and, where appropriate, notified to you by e-mail. Please check back frequently to see any updates or changes to our policy.

This policy was last updated on 24/05/2018