

## **Banner Repeater – Privacy Policy**

### **1. Introduction**

Banner Repeater is committed to protecting your personal data and keeping you informed of what we hold and how we use it. This Privacy Policy gives you detailed information on what personal information we hold, when and why we collect it, how we use it and how we keep it secure.

This policy is dated May 25 2018.

If you have questions regarding your information or its use, please contact us at [info@bannerrepeater.org](mailto:info@bannerrepeater.org).

We operate in accordance with current UK and EU data protection legislation.

Banner Repeater is a Community Interest Company, and Limited Company (Registered Company number 9589390).

Banner Repeater is the data controller of your personal information.

Contact details for Banner Repeater: Platform 1, Hackney Downs train station, Dalston Lane, E8 2AG. 07958 996834 [info@bannerrepeater.org](mailto:info@bannerrepeater.org).

By disclosing your personal information to us, by using our website or by telephone or written correspondence, you consent to the collection, storage and processing of your personal information by Banner Repeater in accordance with this policy. Your personal information will not be used for any purpose without consent or for any purpose unrelated to that for which consent is given.

You can join or leave our mailing at any time at this page: <https://www.bannerrepeater.org/subscribe>

### **2. Gathering personal data**

- We gather your information when you:
- Sign up to our mailing list
- Join us a member
- Make a donation
- Make a purchase from us
- Complete one of our surveys
- Book for an event organised by us
- Apply to one of our opportunities (EG jobs, traineeships, trustee positions)
- Participate in one of our projects

**3. The data we collect** We only collect information that is necessary to carry out our business – this is limited according to the type of service you require. We may collect:

- Prefix and name
- Email address(es)
- Phone Number(s)
- Home address
- Gender (anonymously)
- Date of Birth/Age range (anonymously)

- Ethnicity (anonymously)
- Information about health (anonymously)
- Contact phone number(s)
- Payment card details. (Please note that we will not hold payment information for any longer than it takes to process your transaction).
- Delivery address
- Billing address
- Education and employment history
- Social Media

Depending on your privacy settings for social media and messaging services including but not limited to Facebook, Instagram, Vimeo, YouTube and Twitter, you may give us permission to access information from those accounts or services.

- Information available publicly

We may gather information found in places such as Companies House and information that has been published in articles/ newspapers.

#### **4. How we use your data**

We may use your information in order to inform you about our programme and activities.

We may also use your data in order to complete and fulfill purchases and requests and in order to consider your suitability for a post or project you have applied for.

Data gathered through our audience surveys and equal opportunities monitoring forms is logged and aggregated anonymously.

Banner Repeater will never share, sell, rent or trade your personal information to any third parties for marketing purposes without your prior consent. We may ask for your consent to share personal information with like-minded organisations.

Some service providers (such as Mailchimp, Paypal and iZettle) may have access to your data in order to perform services (such as payment processing and emailing) on our behalf. We ensure that anyone who provides these services enters into an agreement with us and meets our standards for data security. They will not use your data for anything other than the clearly defined purpose relating to the service that they are providing.

No data transmission over the Internet is 100% secure. We cannot absolutely guarantee the security of any information that you disclose to us and so draw your attention to the fact that you do so at your own risk.

Banner Repeater is not responsible for the privacy of other websites even if accessed using links from our website.

#### **5. How we look after your data**

Banner Repeater is committed to protecting personal information entrusted to us. We adopt robust and appropriate technologies and policies, so that information we have about you is protected from unauthorised access and improper use.

As part of the services we offer to you the personal information you provide may be transferred to countries outside the European Economic Area (EEA). For example Banner Repeater may transfer data to the USA to organisations such as Facebook or Google, or other countries where our service providers are based.

We will only retain personal data for as long as necessary to fulfill the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. We will not keep more information than we need.

If you ask us to stop sending you direct marketing communications, we will keep the minimum amount of information (e.g. name and email address) to ensure we adhere with your request.

For further information about how long we will keep your information, please contact the gallery using the contact details outlined above.

## **6. Your choices**

You should find it easy to access and amend the personal information that we hold on you, or request that we stop contacting you. At any time you have the right to ask Banner Repeater to amend or stop how it uses your personal information including for marketing purposes.

If you have subscribed to our mailing list, you can amend your personal details and email contact preferences at any time. Simply click on the link at the bottom of our emails or on our website.

Or, if you prefer, you can contact us by phoning, emailing, or writing using our contact details which are available above and on our website.

You can also request full details of personal information we hold about you under the Data Protection Act 1998, or The General Data Protection Regulation, by contacting Banner Repeater. Please send a description of the information you would like to see to [info@bannerrepeater.org](mailto:info@bannerrepeater.org). We try to respond to all legitimate requests within one month and cannot release personal information without proof of your identity.

## **7. Further information**

This notice is dated May 25 2018.

It may be updated in future to take into account changes at Banner Repeater and to reflect changes to regulation or legislation.

Updates to this policy will be posted on this webpage. We will inform you of any changes provided we hold an up to date email address and appropriate contact permissions for you.

Further information on data protection regulations and laws can be accessed through the Information Commissioners Office: <https://ico.org.uk/for-the-public>