

Please read this privacy notice to understand how we use and protect the information that you provide to us.

Your information will be held by **Linda H Matthews Artist**.

The UK is a world leader in data protection and privacy. To comply with UK laws, we have to manage your personal information fairly, lawfully and transparently. This means that you are entitled to know how we intend to use any information you provide. You can then decide whether you want to give it to us in order that we may provide the product or service that you require. All our employees are responsible for maintaining customer confidentiality. We provide training to all employees to remind them about their obligations. In addition, our policies and procedures are regularly reviewed. Our aim is to make sure that you have confidence in us and feel comfortable about giving us your information. We think that safely looking after your information is a key part of our relationship.

We are: Linda H Matthews Artist La Liberté 125 Avenue de la Liberté Autignac 34480 France Tele: 04 67 01 43 93 email: linda@broadskiesgallery.co.uk

Siret: 84327480400015

The information we have, from whom and why!

When you buy one of our courses, classes or products you will provide us with some personal information including name, address, telephone number and email address. Depending on your method of payment, you may also provide us with some of your bank details. We collect this information so:

- We can contact you with information relating to the product you have bought; be that information relating to a course or so that we may email you a receipt!
- We can process your payment!
- We can comply with regulations regarding record keeping, taxation and company law!
- We can send direct marketing you about future courses, classes and holidays and new work that we think you may be interested in (see below)

If you are one of our tutors or employees, you will provide us with some of your personal information including name, address and contact details. You may also provide us with details of your work or education history, details of your public liability insurance cover and your bank details. We collect this information so:

- We can determine whether you are appropriately experienced and eligible to work with us
- We can pay money owed to you into your account
- We can comply with Employment laws and regulations

You have the right to decide not to give us some of the above information but by doing this, you understand that we may not be able to provide you with one of our products or services or we may not be able to work with you.

If we take your photograph during your time at Linda H Matthews Artist, we will always ask for your verbal permission first. We use photographs for advertisement purposes, be that in printed literature, on our website or through social media. We will always ask for your consent before taking your photograph and we will always inform you of where and how we intend to use it. You have the right to withdraw your consent at any time.

Direct Marketing!

When you buy something from us, visit us in the studio, visit our website or see us at an event, we'll offer you an opportunity to join our email mailing list. We send out an email newsletter, on average once a month, which includes our current news and details of our courses, classes and products and step by step exercises

We value our relationship, so we aim to only send you information we think may be of interest to you personally. We'll do this by email and will only send direct marketing to you in this way if you've consented to receive it. You have the right to withdraw your consent at any time, either by clicking the "unsubscribe" button on our newsletter or contacting us by phone or email and letting us know.

We do not pass your information to others for marketing purposes!

We'll also disclose information where strictly necessary to comply with our legal obligations, including where HMRC or other authorities require it, for example with our accountant.

We will never give your information to anybody else.!

How we store your information and for how long!

We store any paper records in our premises in a locked cupboard which only I have access to.

We also store data on our computer which is password protected and we ensure we have the latest computer protection software installed and updated to offer the best level of protection we can.

If you have bought something from us, we have a legal obligation to keep a record of that transaction for 7 years.

Your Rights

You have the following rights:

Access

You have a right to ask us if we have your personal information and you have the right to a copy of the information we have. If we do, you have a right to know: why we have it what type of information we have whether we have or will send it to others, e.g. our tutors or HMRC how long we will keep it!

Rectification

Where any of your information is incorrect, you have a right to tell us to correct it promptly. Please tell us as quickly as possible if you change your address or other contact details. If your information is incomplete, you can ask us to correct this too.!

In certain circumstances, you'll have the following extra rights:!

Right to object

Depending on the legal basis for which we are using your information, you may be entitled to object. For example, where we're using your information connected with marketing, we will stop if you object. However, if we're using your information to meet certain legal obligations, we may continue to do so even if you object.!

Erasure (right to be forgotten)!

You may have a right to have some or all of the information we hold about you deleted. However, you should be aware that we are required to retain some records i.e. invoices, to comply with the law.!

Consent!

If you consent to us using your information, you have the right to withdraw that consent at any time.!

You can exercise these rights by contacting us at any time.!

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