



Wycombe Arts Centre LTD
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Website: wycombeartscentre.com

Privacy Policy Notice

This privacy policy notice is served by Wycombe Arts Centre (19 Desborough Road, High Wycombe, Buckinghamshire, HP11 2PU) under the website www.wycombeartscentre.com.

The purpose of this policy is to explain how we control, process, handle and protect your personal information through the business and while you browse or use this website. If you do not agree to the following policy, you may wish to cease viewing/using this website, and/or to refrain from submitting your personal data to us.

Policy key definitions:

- "I", "our", "us" and "we" refers to the charity, Wycombe Arts Centre.
- "You" and "the user" refers to the person(s) using this website.
- GDPR means General Data Protection Regulation.
- PECR means Privacy & Electronic Communications Regulation.
- ICO means Information Commissioner's Office.
- Cookies mean small files stored on a user's computer or device.

We are committed to high data protection standards.

Our privacy policy embodies the following key principles of GDPR; (a) lawfulness, fairness and transparency, (b) purpose limitation, (c) data minimisation, (d) accuracy, (e) storage limitation, (f) integrity and confidence, (g) accountability.

Processing of your personal data

The General Data Protection Regulation (GDPR) has been retained in UK law and will continue to be read alongside the Data Protection Act 2018, with technical amendments to ensure it can function in UK law. So, under the Data Protection Act 2018 we control and/or process any personal information about you electronically using the following lawful bases.

Lawful basis: Email marketing

- Where our purpose for processing is to keep you updated with relevant information from Wycombe Arts Centre
- We will contact you an average of no more than once per month on an opt-in only basis
- Data retention period: We will continue to process your information under this basis until you withdraw consent, or it is determined your consent no longer exists
- We do not share your information with third parties

Lawful basis: COVID-19, and other medical or legislative compliance

- To maintain COVID-19 (or similar) best practice compliance as outlined by the UK government
- Data is stored temporarily to provide contact tracing in the event of a positive test for COVID-19 or other similar tracing requirement
- Data retention period: We will continue to process your information for these purposes, until you withdraw consent or it is determined your consent no longer exists
- We do not share your information with third parties

If, as determined by us, the lawful basis upon which we process your personal information changes, we will notify you about the change and any new lawful basis to be used if required. We will stop processing your personal information if the lawful basis used is no longer relevant.

Internet cookies

We may use cookies on this website to provide you with a better user experience. We do this by placing a small text file on your device/computer hard drive to track how you use the website, to log whether you have seen messages that we display, to keep you logged into the website, and to display relevant advertisements or content.

Some cookies may be required to use the full functionality of this website.

We use a cookie control system which allows you to accept the use of cookies and control which cookies are saved to your device/computer. Some cookies will be saved for specific time periods, while others may last indefinitely. Your web browser should provide you with the controls you need to manage and delete cookies from your device. Please see your web browser options for further information.

Data security and protection

We ensure the security of any personal information we hold by using secure data storage technologies and precise procedures. Our methods meet the requirements of the Data Protection Act 2018 (and embody the principles of GDPR).

Email marketing messages and subscription

We use the opt-in method for anyone subscribing to our emailing list. Email marketing messages may be sent direct or through an email marketing service (EMS) provider.

Our email marketing messages may contain tracked links and similar technologies to track subscriber activity. These may record a range of data such as times, dates, IP addresses, opens, clicks, forwards, geographic and demographic data.

All email marketing are sent in accordance with The Data Protection Act 2018 (embodying the principles of GDPR) and the PECR. You may withdraw your consent (unsubscribe) or manage your preferences and the information we hold about you, through a response device in any mailing we send, or alternatively, please email us to let us know your preferences at info@wycombeartscentre.com