



Art Asia Trust Limited Respects Your Privacy

Fairways House | Mount Pleasant Road | Southampton | SO14 0QB

We are registered as a Charity, registration number: 1070019

We understand that your personal information and privacy is important to you. We make every effort to ensure that the information you share with us is recorded accurately, retained securely and used only according to your wishes. We protect your personal information and adhere to all current data protection act legislation with respect to protecting privacy. We do not give out, sell or trade our mailing list data with external organisations. We comply with the Data Protection Act 1998, the Privacy and Electronic Communications Regulations (PECR) and the new General Data Protection Regulations (GDPR) 2018.

Art Asia collects personal data that you may volunteer as part of booking classes, attending an Art Asia event, joining as a member, subscribing to our mailing list or responding to a visitor survey. Personal information we collect may include:

- your full name and title, date of birth
- postal address, postcode, email address and phone number
- current art form interests
- any other information provided by yourself at the relevant request of Art Asia

When we ask you to provide your personal information we will let you know why we are asking, and how we will use your data, by directing you towards this notice.

Depending on your relationship with Art Asia, and the preferences you have indicated, data we hold may be used to send you promotional, marketing, membership or fundraising information by post, telephone or electronic means. These types of communications can include:

- Informing you of other products, services or events related to Art Asia
- News and updates about Art Asia and marketing or supporter e-newsletters.
- Other relevant communications based upon your relationship with Art Asia.

We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate. If you wish to exercise any of your rights, as listed below please write to us at admin@artasia.org.uk

- a. Access to your personal information
- b. Objection to processing of your personal information
- c. Objection to automated decision-making and profiling
- d. Restriction of processing of your personal information
- e. Your personal data portability
- f. Rectification of your personal information
- g. Erasure of your personal information

If you make a request relating to any of the rights listed above, we will consider each request in accordance with the General Data Protection Regulations. No administration fee will be charged for considering and/or complying with such a request and a response will be provided within 30 days. Upon successful verification of your identity you are entitled to obtain the following information about how your personal information is processed:

- a. The purposes of the collection, processing, use and storage of your personal data
- b. The source(s) of the personal information, if it was not obtained from you
- c. The categories of personal data stored about you
- d. The recipients or categories of recipients to whom your personal data has been or may be transmitted along with the location of those recipients
- e. The envisaged period of storage for your personal data

f. The use of any automated decision-making and/or profiling.

You can make the above request by emailing or by writing to: admin@artasia.org.uk or Art Asia Administrator, Fairways House, Mount Pleasant Road, Southampton, SO14 0QB

Security

The transmission of information via the Internet or email is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of data while you are transmitting it to our site; any such transmission is at your own risk. Once we have received your personal data, we will use strict procedures and security features to try to prevent unauthorised access. We will process, disclose or share your personal data only if required to do so by law or in the good faith belief that such action is necessary to comply with legal requirements or legal process served on us or the Website.

Third party links

You might find links to third parties (e.g.Booking tickets for a show) on our Website. These websites should have their own privacy policies, which you should check. We do not accept any responsibility or liability for their policies whatsoever as we have no control over them. In cases when we use external websites provided by other organisations such as Twitter, YouTube or Facebook, then we would ask you to consult their privacy policies.

Google Analytics

When someone visits www.artasia.org.uk or southamptonmela.com, we use Google Analytics to collect statistical data and details of visitor patterns which tell us which parts of our website visitors use most often. None of this information uses, or requires the use, of personal information and is processed in a way that does not identify individuals. We do not make any attempts to find out the identities of individuals visiting our website.

Marketing communications via CampaignMonitor

We aim to communicate with you about the work that we do in ways that you find relevant, timely and respectful. To do this we use data that we have stored about you, such as contact preferences you may have told us about.

Email marketing is sent via CampaignMonitor, and we use the platform to store your contact details, email preferences and monitor to improve our communications.

Individuals can unsubscribe at any time from newsletters by clicking the unsubscribe link on each e-newsletter. You can view Campaign Monitor's privacy policy [here](#)

Online ticketing

Art Asia does not have an online ticketing system, if you are buying tickets for an Art Asia event through a third party, like a venue please refer to their own privacy policy.

Southampton Mela Festival Surveys

When someone visits we try to capture information to report on our audience development and funder – Arts Council England. None of this information uses, or requires the use, of personal information and is processed in a way that does not identify individuals. We do not make any attempts to find out the identities of individuals visiting our website.

If you join our mailing list whilst completing a survey this information is processed and stored separately – please see **Marketing communications via CampaignMonitor above**.

You have the right to lodge a complaint with the Information Commissioners Office (ICO) if you believe your data has been processed in a way that does not comply with [data protection](#). You can do so by calling the ICO helpline on **0303 123 1113** or via their [website](#)

This Privacy notice was last updated: **May 2018**