

# Beach Creative Privacy Policy

Under the General Data Protection Regulation (GDPR), we have a legal duty to protect any personal data we collect from you, to be explicit about what purposes we are using it for and to make it easy for you to opt out from receiving communication from us at any time. In this context, personal data refers to any information relating to an identifiable person who can be directly or indirectly identified.

This page explains how we protect and respect the data we collect from you.

We keep our privacy policy under regular review and we will place any updates on this web page.

This privacy policy was last updated on 12 May 2018.

## **What information do we collect about you?**

We aim to keep the amount of data we hold about you to a minimum and only keep it for as long as is absolutely necessary.

We collect personal data when you voluntarily sign up for our newsletter, complete customer surveys, provide feedback, book for workshops and free events, and participate in competitions.

When you make a donation to us we need to collect personal data such as name, postal address, telephone number and email address. As part of this process, details of payment card numbers may also be taken and will be processed through a secure server.

Our website usage information is collected using cookies and users can turn off cookie settings in their browser if they do not agree with general cookies policy. See general cookies info

<http://www.bbc.co.uk/webwise/guides/about-cookies>

## **How will we use the personal data about you?**

We collect personal data about you to process any order you make, to enable you to use Beach Creative services and to let you know if there are any changes to our events or services (for instance a change in start time or very occasionally regarding a cancellation).

We will also collect personal data about you, if you agree, so we can email you about Beach Creative activities and services we think may be of interest to you. We will only do this if you have given your consent when asked at the initial point of contact and we provide you with the ability to change this consent at any time. All email communication from Beach Creative has options at the bottom of the email to unsubscribe or change preferences. You can also email us at [beachcreativeinfo@gmail.com](mailto:beachcreativeinfo@gmail.com) for further support.

In relation to personal data voluntarily given through customer surveys and feedback forms, this data is used to inform future programme plans and improve services and is occasionally shared with stakeholders and is sometimes required as a condition of funders. In these instances, all data is anonymised, with no identifiable data being passed on. For the purposes of competitions, personal data is collected for that specific purpose and destroyed after completion.

We will never share your personal data with external companies other than those selected to process our customers details for specific purposes e.g. ticket sales, room hire or newsletter sign-up. We require organisations or individuals that process data on behalf of Beach Creative to ensure that your data is secure and protected at all times. Requests for information to be removed from Beach Creative systems should be made directly to Beach Creative.

Beach Creative will not share your personal data for marketing purposes with external companies.

Access to your personal data and correction

You have the right to request a copy of the personal data that we hold about you. If you would like a copy of the personal data that we hold on you, please email us at [beachcreativeinfo@gmail.com](mailto:beachcreativeinfo@gmail.com)

In direct relation to our own website, you can restrict or block the cookies used by the website through your browser settings but this will impact your user experience. The Help function within your browser should tell you how.

Other websites,

Our website contains links to other websites. This privacy policy only applies to this website so when you link to other websites you should read their own privacy policies.

**How to contact us**

Please contact us if you have any questions about our privacy policy or personal data we hold about you: Beach Creative full contact info:

We also have a media team who manage our social media accounts & website

You can contact them via

[mediabeachcreative@gmail.com](mailto:mediabeachcreative@gmail.com)

Beach Creative, Beach House, Beach Street, Herne Bay, CT6 5PT

[beachcreativeinfo@gmail.com](mailto:beachcreativeinfo@gmail.com)

Tel: 0300 111 1913