

## **Data Privacy Policy for the Great Sheffield Art Show**

### **1. About this Policy**

1.1. This policy explains when and why we collect personal information about GSAS associates, how we use it and how we keep it secure. It sets out your rights in relation to it.

1.2. We may collect, use and store your personal data, as described in this Data Privacy Policy and as described when we collect data from you.

1.3. We reserve the right to amend this Data Privacy Policy from time to time without prior notice. We will tell you about changes through emails and announcements.

1.4. We will always comply with the General Data Protection Regulation (GDPR) when dealing with your personal data. Further details on the GDPR can be found at the website for the Information Commissioner ([www.ico.gov.uk](http://www.ico.gov.uk)). For the purposes of the GDPR, we will be the “controller” of all personal data we hold about you.

### **2. Who Are We?**

2.1. We are the Great Sheffield Art Show. We can be contacted by email, phone, and through direct contact to any of the GSAS committee members.

### **3. What Information We Collect, and Why**

*Applicant's Name, Address, Telephone Number, Email Address* - This is for managing submissions to the GSAS, processing during the show, sales during and after the show and contact surrounding new shows. This allows the GSAS to function in the furtherance of applicants interests and is for the purpose of our legitimate interests in the GSAS.

*Details of Applicant's Works of Art Submitted for Exhibition* - This is for managing the sales process and ensuring people are paid for their work. This allows the GSAS to function in the furtherance of applicant's interests.

*Official Email Addresses and Phone Numbers of Suppliers to the GSAS* - This is for entering into and managing arrangements with suppliers. This allows the GSAS to enter into and perform contracts with suppliers.

*Name, Email Address, and Telephone Number of GSAS Committee Members and Volunteers* - This is for management of the GSAS and its activities in the interests of all involved. This allows the GSAS to function in the furtherance of applicant's interests.

### **4. Consent**

4.1. We will seek the applicants consent on their submission to the GSAS.

4.2. The person may withdraw their consent at any time by contacting us by e-mail or in person to tell us that they no longer wish their details to be retained by the GSAS.

### **5. How We Protect Your Personal Data**

5.1. We will not transfer your personal data outside the EU without your consent.

5.2. Personal data is held by the GSAS for the administration of the show and communication with members on a one-to-one basis on matters concerning the Show.

5.3. Email circulation data is held on a password-protected computer, using a bulk list so that individual details are not seen by mail recipients.

5.4. No individual will hold more data than is required for the execution of their duties for the GSAS.

5.5. Please note however that where you are transmitting information to us over the Internet this can never be guaranteed to be 100% secure.

5.6. We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.

## **6. Who Else Has Access to the Information You Provide Us?**

6.1. We will never sell your personal data. We will not share your personal data with any third parties without your prior consent (which you are free to withhold) except where we are required to do so by law or as set out in the table above or in paragraphs 5.2 and 5.3 above.

6.2. We may pass your personal data to third parties who are service providers, agents and subcontractors to us for the purposes of completing tasks and providing services to you on our behalf (e.g. to print letters and send you forms).

We do this for the purpose of our legitimate interests in operating the GSAS and for performing our contract with you. However, we disclose only the personal data that is necessary for the third party to deliver the service and we have a contract in place that requires them to keep your information secure and not to use it for their own purposes. It is possible that third parties may themselves engage others (sub-processors) to process your data. Where this is the case third parties will be required to have contractual arrangements with their sub-processor(s) that ensure your information is kept secure and not used for their own purposes.

## **7. How Long Do We Keep Your Information?**

7.1. We will hold your personal data on our systems for as long as you are involved with the GSAS and for as long afterwards as it is in the GSAS's legitimate interest to do so or for as long as is necessary to comply with our legal obligations.

7.2. We will review your personal data every year to establish whether we are still entitled to process it. If we decide that we are not entitled to do so, we will stop processing your personal data except that we will retain your personal data in an archived form in order to be able to comply with future legal obligations e.g. compliance with tax requirements and exemptions, and the establishment, exercise or defence of legal claims.

7.3. We securely destroy all financial information once we have used it and no longer need it.

## **8. Your Rights**

8.1. You have rights under the GDPR: to access your personal data, to be provided with information about how your personal data is processed, to have your personal data corrected, to have your personal data erased in certain circumstances, to object to or restrict how your personal data is processed, to have your personal data transferred to yourself or to another business in certain circumstances.

8.2. You have the right to take any complaints about how we process your personal data to the Information Commissioner: <https://ico.org.uk/concerns/>  
0303 123 1113.

Information Commissioner's Office Wycliffe House  
Water Lane  
Wilmslow  
Cheshire SK9 5AF

8.3. For more details, please address any questions, comments and requests regarding our data processing practices to one of the GSAS committee members.