

**The Arts Society Colchester** is a member of The Arts Society, registered charity no 1089743. This privacy policy explains how we use any personal information we collect about you during your membership of our society.

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

We collect details of your name, address, telephone numbers and email address when you become a member of The Arts Society Colchester. We also collect information when you complete a booking form for Study Days or Visits or participate in activities such as Heritage Volunteering.

### **How will we use the information about you?**

We collect information about you to process your membership application or renewal, and to organise Study Days, Visits and Volunteering. If you agree, we will pass on your name and address to The Arts Society so that you receive copies of The Arts Society Magazine. We will not pass on any information for marketing purposes to anyone without first obtaining your permission. This includes not sharing email or telephone contact details with The Arts Society.

### **Communications**

We would like to send you information about forthcoming events and other news from The Arts Society Colchester by email. If you have consented to this, you may opt out at a later date. You have a right at any time to stop us from contacting you by using the Unsubscribe option on emails or by contacting us through our website, [www.tascolchester.org.uk](http://www.tascolchester.org.uk).

### **Access to your information and correction**

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information, please contact us through our website, [www.tascolchester.org.uk](http://www.tascolchester.org.uk). 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.

### **Security and Retention**

We will take all reasonable steps to keep your information safe and secure and to prevent unauthorised access. Should you leave The Arts Society Colchester we will only retain such information as required by law.

### **Cookies**

Cookies are text files placed on your computer to collect standard internet log information. This information is used to track visitor use of the website and to compile statistical reports on website activity. It does not allow anyone to identify specific details about you. For further information visit [www.aboutcookies.org](http://www.aboutcookies.org) or [www.allaboutcookies.org](http://www.allaboutcookies.org). You can set your browser not to accept cookies and the above websites tell you how to remove cookies from your browser.

### **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.

### **Changes to our privacy policy**

We keep our privacy policy under regular review and we will update as needed. This privacy policy was last updated on 1 March 2018.

### **How to contact us**

If you have any questions about our privacy policy or the information we hold about you, please contact us either through our website, [www.tascolchester.org.uk](http://www.tascolchester.org.uk), or through the Secretary (contact details on your Programme Card).