

## PRIVACY NOTICE

**LINLITHGOW ARTS GUILD (SCIO) Charity No: SC048083**



This page sets out the details of Linlithgow Arts Guild’s privacy notice in relation to information collected about you. We process that information under data protection law, which is found mainly in the General Data Protection Regulation (“GDPR”).

### **Who we are:**

Linlithgow Arts Guild(SCIO) is a registered charity, run by volunteers. Its aim is to “Bring Excellence in the Live Arts to Linlithgow”, and since 1969 we have had the privilege of promoting many fine performances by artists, ensembles and orchestras of world renown.

Linlithgow Arts Guild  
c/o 59 Avalon Gardens, Linlithgow, West Lothian EH49 7PL

### **How we collect information about you**

You give us your information when you buy a concert ticket on-line or buy our membership season ticket. We also receive personal information from you when you ask to be added to our mailing list or sign up to receive email or post from us, and when you e-mail or phone us to reserve or buy tickets.

Information is passed to us when “We Got Tickets” sells tickets for us on-line and when memberships and season tickets are purchased using Visa through Pay-Pal.

Personal information we collect may include:

- your name and title
- postal address, email address and phone number
- ticket purchase and event registration / attendance
- donation information, including Standing Order bank details where applicable
- gift aid status
- contact preferences
- Bank and card details – only if required for Gift Aid or subscription payments.

### **What we do with your information**

We may use your information to:

- Administer your membership and/or to contact you about events for which you have purchased a ticket.
- Send you information about future events arranged by Linlithgow Arts Guild.
- Record and administer donations.
- Track whether email communications are received and opened, so we can make sure we are sending you the most relevant information to the correct address.
- We may also process data to help us to improve our activities and our future events

There are some communications that we are required to send you regardless of your contact preferences. These are essential communications deemed necessary to fulfil our contractual contract to you if you are a member, such as membership cards, renewal reminders and programme information, and if you are a donor concerning your gift.

- We store data for as long as you are actively attending our events. We will review the data every 2 years. If we have had no contact with you for 5 years we will delete it.
- You can request us to delete your information at any time.
- You can opt out of any / all of our promotional and marketing communications at any point simply by contacting [info@linlithgowartsguild.org.uk](mailto:info@linlithgowartsguild.org.uk), or by writing to us at our postal address.
- Opting out of communications and/or asking us to delete your data does not affect your rights to take part in and benefit from our activities.

### **Who we share your information with**

We use “Mailchimp” to send e-mails for us.

If you donate gift aid we need to pass on statutory information about this to HMRC to claim the gift aid.

We will never pass on your information to any other organisation.

### **How we keep your information secure**

Your information is held in password-protected computer files on the personal computers of some of our committee members. These files may also be held in cloud storage. Any paper copies are held securely by committee members in locked cupboards or safes.

### **Other websites**

Pages on the Linlithgow Arts Guild website include links to relevant content within other external websites. Each of those websites has its own privacy notice, and this privacy notice does not apply to these websites.

### **Changes to our privacy notice**

This privacy notice may be updated from time to time so you may wish to check it each time you submit personal information to us. The date of the most recent revisions will appear on this page. If you do not agree to these changes, please email [info@linlithgowartsguild.org.uk](mailto:info@linlithgowartsguild.org.uk), or write to us. This privacy notice was last changed on 1<sup>st</sup> May 2018.

### **How to contact us**

If you have any comments on our privacy notice, or on information that we hold about you, please contact us:

Email: [info@linlithgowartsguild.org.uk](mailto:info@linlithgowartsguild.org.uk)

Postal Address: c/o 59 Avalon Gardens, Linlithgow, West Lothian EH49 7PL

You can find our more about your rights under GDPR from the Information Commissioner’s Office [ICO.org.uk](http://ICO.org.uk)