

The Roche Court Educational Trust Privacy Policy

At The Roche Court Educational Trust (RCET) we are committed to protecting and respecting your privacy.

This Policy explains when and why we collect personal information, how we use it, the conditions under which we may disclose it to others and how we keep it secure.

We may change this Policy from time to time so please check this page occasionally to ensure that you are aware of any changes. By using our services you are agreeing to be bound by this Policy.

Any questions regarding this Policy and our privacy practices should be sent by email to edu@sculpture.uk.com or alternatively, you can telephone 01980 862802

Who we are

The Roche Court Educational Trust (RCET) works with teachers, young people and specialist groups to develop confidence and skills by looking, thinking and speaking about art. Our aim is to provide a greater understanding and enjoyment of the culture of our age. We encourage everyone to speak amongst themselves and in public about the visual world, raising their aspirations and increasing their knowledge. ARTiculation is RCET's National Programme. The charity is based at the New Art Centre, Roche Court sculpture park and gallery. Our programme is led by experts and supported by artists who exhibit at Roche Court.

How do we collect information from you?

We collect information about you when you contact us via online, hard copy or telephone communication. For example, when you contact us about our services, make a donation, make a booking, complete feedback forms or if you register to receive one of our newsletters.

What type of information is collected from you?

The personal information we collect might include your name, address, email address and telephone number. If you make a donation online your card information is collected by our third party payment processors, who specialise in the secure online capture and processing of credit/debit card transactions, as explained below. Photographs may be taken at RCET events but consent is sought as appropriate.

Google Analytics

Roche Court uses Google Analytics, a web analytics service provided by Google, Inc. Google Analytics sets a cookie to evaluate visitors' use of our website and compile reports for us about activity on it. Google stores the information collected by the cookie on servers in the United States. Google may also transfer this information to third parties where required to do so by law, or where such third

parties process the information on Google's behalf. Google will not associate your IP address with any other data held by Google. By using the website, you consent to the processing of data about you by Google in the manner and for the purposes set out above.

You can reject this cookie and information on how to do this can be found at:

[google.com/intl/en/privacypolicy.html](https://www.google.com/intl/en/privacypolicy.html)

How is your information used?

We may use your information to:

- process a donation that you have made;
- to carry out our obligations arising from any contracts entered into by you and us including as evidence in written reports and evaluation;
- dealing with entries into a competition;
- seek your views or comments on the services we provide;
- notify you of changes to our services;
- send you communications which you have requested and that may be of interest to you. These may include information about campaigns, appeals, other fundraising activities, news and events of our associated organisations and services;
- process a grant or job application;
- photographs may be used for promotional purposes such as the RCET website, social media, newsletters and publications, in both print and electronic formats

Data Retention

We regularly review the data that we hold of personal information. We are legally required to hold some types of information to fulfil our statutory obligations (for example the collection of Gift Aid). We will hold your personal information on our systems for as long as is necessary for the relevant activity, or as long as is set out in any relevant contract you hold with us.

Who has access to your information?

By opting in RCET will have access to the information you have provided.

We will not sell or rent your information to third parties.

Third Party Service Providers working on our behalf: We may pass your information to our third party service providers, agents, subcontractors and other associated organisations for the purposes of completing tasks and providing services to you on our behalf (for example to process donations, complete online forms and send you mailings). However, when we use third party service providers, we disclose only the personal information that is necessary 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 direct marketing purposes. Please be reassured that we will not release your information to third parties beyond RCET for them to use for their own direct marketing purposes, unless you have permitted us to do so, or we are required to do so by law, for example, by a court order or for the purposes of prevention of fraud or other crime.

Third Party Product Providers we work in association with: When you are using our secure online donation pages, your donation is processed by a third party payment processor, who specialises in the secure online capture and processing of credit/debit card transactions. If you have any questions regarding secure transactions, please contact us.

We may transfer your personal information to a third party if we are under a duty to disclose or share your personal data in order to comply with any legal obligation or to enforce or apply our

terms of use or to protect the rights, property or safety of our supporters and service users. However, we will aim to ensure that your privacy rights continue to be protected.

Your choice

You have a choice about whether or not you wish to receive information from us. If you want to receive direct communications from us about the vital work we do then you will be able to opt in to this. Then you can opt out at any time by unsubscribing, contacting us by email edu@sculpture.uk.com or telephone on 01980 862 802

How you can access and update your information

The accuracy of your information is important to us. If you change email address, or any of the other information we hold is inaccurate or out of date, please email us at: edu@sculpture.uk.com or telephone on 01980 862 802

You have the right to ask for a copy of the information RCET hold about you. In order to protect your personal data please note that you will need to provide valid ID to obtain this information.

Security precautions to protect the loss, misuse or alteration of your information

When you give us personal information, we take steps to ensure that it is treated securely. Any sensitive information is kept securely and held for as long as is necessary to comply with any legal obligation.

Non-sensitive details are transmitted normally over the Internet, and this can never be guaranteed to be 100% secure. As a result, while we strive to protect your personal information, we cannot guarantee the security of any information you transmit to us, and you do so at your own risk. Once we receive your information, we make our best effort to ensure its security on our systems.

16 or Under

We are committed to protect the privacy of children aged 16 or under. If you are aged 16 or under, please get your parent/guardian's permission beforehand whenever you provide us with personal information.

Review of this Policy

We keep this Policy under regular review. This Policy was last updated in May 2018.