

# ROAR Privacy Policy

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## Privacy Policy

Last updated: 09/05/18

Rotherham Open Arts Renaissance ("us", "we", or "our") operates <http://www.rotherhamroar.com> (the "Site").

This page informs you of our policies regarding the collection, use and disclosure of Personal Information we receive from users of the Site.

We use your Personal Information only for providing and improving the Site. By using the Site, you agree to the collection and use of information in accordance with this policy.

## Information Collection And Use

While using our Site, we may ask you to provide us with certain personally identifiable information that can be used to contact or identify you. Personally identifiable information may include, but is not limited to your name ("Personal Information").

## Log Data

Log Data is information that your browser sends whenever you visit our Site. This Log Data may include information such as your computer's Internet Protocol ("IP") address, browser type, browser version, the pages of our Site that you visit, the time and date of your visit, the time spent on those pages and other statistics.

ROAR does not directly collect Log Data but we access the statistics of Log Data collected by third party applications:

ROAR has read and agreed to the privacy policies of:

### Insightly (CRM)

“Access to Data Controlled by our Clients – Insightly has no direct relationship with the individuals whose personal data it processes. An individual who seeks access, or who seeks to correct, amend, or delete inaccurate data should direct his query to the Insightly client (the data controller). If the client requests Insightly to remove the data, we will respond to their request within 30 business days.”

### Mailchimp

“A Distribution List can be created in a number of ways, including by importing contacts, such as through csv or directly from your email client. Your Distribution Lists are stored on a secure MailChimp server. We do not, under any circumstances, sell your Distribution Lists. If someone on your Distribution List complains or contacts us, we might then contact that person. Only authorized employees have

access to view Distribution Lists. You may export (download) your Distribution Lists from MailChimp at any time.”

#### Jetpack (wordpress statistics)

“To monitor and analyze trends and better understand how users interact with our Services, which helps us improve our Services and make them easier to use.”

#### Facebook

We gather statistics from Facebook analytics but this is not person specific and is used to monitor and analyze trends and better understand how users interact with our Facebook Page, which helps us improve our information output and make them easier to use.

If you would like to read these:

Insightly <https://www.insightly.com/privacy-policy/> Mailchimp <https://mailchimp.com/legal/privacy/> Wordpress and jetpack <https://automattic.com/privacy/>

In addition, we may use third party services such as Google Analytics that collect, monitor and analyse this type of data.

## **Communications**

When you complete the membership form you either consent or not to being placed on our weekly mailout newsletter and to be contacted directly.

## **Cookies**

Cookies are files with small amount of data, which may include an anonymous unique identifier. Cookies are sent to your browser from a web site and stored on your computer's hard drive.

Like many sites, Wordpress uses "cookies" to collect information. You can instruct your browser to refuse all cookies or to indicate when a cookie is being sent. However, if you do not accept cookies, you may not be able to use some portions of our Site.

## **Paper Versions**

A single paper version of personal data collected from membership applications are kept in a locked filing cabinet.

## **Databases**

Personal data is collected in one database on a computer in the office and backed up in DropBox. Dropbox does not access our content and “*Security*. We have a team dedicated to keeping your information secure and testing for vulnerabilities. We also continue to work on features to keep your information safe in addition to things like two-factor authentication, encryption of files at rest, and alerts when new devices and apps are linked to your account.”

Dropbox privacy policy <https://www.dropbox.com/privacy>

## **GDPR**

*As part of the implementation of the General Data Protection Regulation we will be contacting everyone on our mailing lists to opt-in to continue receiving our mail outs. This will be done several times before 25th May 2018. Once the 25th May 2018 passes anyone who has not opted in will be removed from the list.*

We will be looking at our records and archives in order to implement the new regulations. If a document contains identifying information that we cannot justify a reason for keeping it will be deleted/shredded.

## **Information requests**

If anyone contacts us asking for copies of any data collected about them by us we will give this information freely and within 30days of receipt of request.

## **Email**

All emails from ROAR will contain a clear signature so that recipients know who is sending the email.

ROAR will never paste multiple recipients in the cc field of an email.

ROAR will never knowingly participate in mailouts that could be considered spam.

## **Privacy Notice**

To be used on membership forms and elsewhere when necessary.

Here at Rotherham Open Arts Renaissance we take your privacy seriously and will only use your personal information to administer your membership and to provide the products and services you have requested from us.

However, from time to time we would like to contact you with details of other services we provide. If you consent to us contacting you for this purpose please tick the box below.

We will never pass your details onto other organisations without contacting you first for permission.

## **Security**

The security of your Personal Information is important to us, but remember that no method of transmission over the Internet, or method of electronic storage, is 100% secure. While we strive to use commercially acceptable means to protect your Personal Information, we cannot guarantee its absolute security.

## **Changes To This Privacy Policy**

This Privacy Policy is effective as of 9/5/18 and will remain in effect except with respect to any changes in its provisions in the future, which will be in effect immediately after being posted on this page.

We reserve the right to update or change our Privacy Policy at any time and you should check this Privacy Policy periodically. Your continued use of the Service after we post any modifications to the Privacy Policy on this page will constitute your acknowledgment of the modifications and your consent to abide and be bound by the modified Privacy Policy.

If we make any material changes to this Privacy Policy, we will notify you either through the email address you have provided us, or by placing a prominent notice on our website.

## **Contact Us**

If you have any questions about this Privacy Policy, please contact us.