

Privacy Policy

This privacy policy sets out how Surrey Artists' Open Studios uses and protects any information that you give when you join our mailing list.

SAOS (Surrey Artists' Open Studios) is committed to ensuring that your privacy is protected. Any information that you give us will only be used in accordance with this privacy statement.

This policy is effective from 1st May 2018. We will review the policy each year and let you know of any changes.

What we collect

When you join the SAOS mailing list we collect the following information:

- Your full name
- Your address
- Your email address
- You also have an option to add your phone number
- The date you first subscribed and the source of subscription (e.g. through the website form or by direct request)

What we do with the information we gather

We require this information in order to send you news about SAOS events and opportunities.

- We send a newsletter with news of our events and opportunities (usually every two months)
- We send specific information or reminders about our events, mainly the Christmas Art Fair, the online shop and the Summer Open Studios events or other information which we think you may find interesting using the email address which you have provided (occasional)
- We send a copy of our summer brochure to your listed address (once a year)
- If you enter a competition on our website, such as voting for Surrey Artist of the Year we may be in touch if you are a winner or runner up.

Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online. In the event of a breach of security we would inform you at the earliest convenience.

We do not sell, distribute or share your data with any other organisations.

Links to other websites

Our website contains links to other websites of interest, usually individual artists or social media sites. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any

information that you provide whilst visiting such sites and that such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

Controlling your personal information

If you wish to update your data or to be removed from our mailing list then you can do this at any time by emailing us at saosandopenstudios@yahoo.co.uk or you can opt out via the link to our website which will be included in each of our emails.

You may request details of personal information that we hold about you under the Data Protection Act 1998. If you would like a copy of the information held on you please write to SAOS, Surrey Arts, 14 The Pines, Guildford, GU3 3BH

If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible, at the above address.