

# EDINBURGH PRINTMAKERS PRIVACY POLICY

This privacy policy tells you what to expect when Edinburgh Printmakers collects personal information. It covers information about:

- Members
- Donations, Direct Debits and Friends of EP
- Subscribers to our newsletter
- Course attendees
- Event attendees
- Buyers from our online shop
- Job applicants
- Visitors to our website
- Followers on Social Media

## Members

We collect information about you to manage your membership and you will receive communications from us about activities, events and promotions including fundraising. You can opt-out of these messages at any time by clicking on the 'unsubscribe' option at the bottom of email or by contacting [admin@edinburghprintmakers.co.uk](mailto:admin@edinburghprintmakers.co.uk).

If you pay via Direct Debit, we use Rapidata to process your Direct Debit. The information that you provide will be used solely for processing your membership. For more information, please see the [Rapidata Privacy Notice](#).

## Donations, Direct Debits and Friends of EP

We collect information about you to process your donation. When you make your donation, we will ask separately for your consent to receive communications from us about activities, events and promotions. You do not have to provide your consent. You can opt-out of these messages at any time by clicking on the 'unsubscribe' option at the bottom of email or by contacting [admin@edinburghprintmakers.co.uk](mailto:admin@edinburghprintmakers.co.uk).

We use third party providers, National Funding Scheme and BTmydonate to manage our donations and Rapidata to manage our direct debits. The information that you provide will be used solely for this purpose. For more information, please see [National Funding Scheme Privacy Notice](#), [BTmydonate Privacy Notice](#) and [Rapidata Privacy Notice](#).

## Subscribers to our newsletter

If you have signed up to receive our newsletter, you will receive communications from us including our newsletter and information on our events and activities. You can unsubscribe at any time by clicking on the "unsubscribe" option at the bottom of every newsletter.

We use a third-party provider, Mailchimp, to deliver our newsletters and other email communications. We gather statistics around email opens and clicks to help us monitor and improve our communications. For more information, please see [Mailchimp Privacy Notice](#).

## Course attendees

We collect information about you to provide you with information about the course and you may receive communications from us about our other courses in the future. You can opt-out of these messages at any time by clicking on the 'unsubscribe' option at the bottom of email or by contacting [admin@edinburghprintmakers.co.uk](mailto:admin@edinburghprintmakers.co.uk).

We use a third-party provider, Eventbrite, to manage our event attendees. For more information, please see [Eventbrite Privacy Notice](#).

## Event attendees

We collect information about you to provide you with information about the event and you may receive communications from us about our other similar events in the future. You can opt-out of these messages at any time by clicking on the 'unsubscribe' option at the bottom of email or by contacting [admin@edinburghprintmakers.co.uk](mailto:admin@edinburghprintmakers.co.uk).

We use a third-party provider, Eventbrite, to manage our event attendees. For more information, please see [Eventbrite Privacy Notice](#).

## Buyers from our online shop

We collect information about you to provide you with communications from us about our other similar prints or products available in the future. You can opt-out of these messages at any time by clicking on the 'unsubscribe' option at the bottom of email or by contacting [admin@edinburghprintmakers.co.uk](mailto:admin@edinburghprintmakers.co.uk).

## Job applicants

All the information you provide will be used solely for managing your application and to fulfil legal or regulatory requirements. We will use the information you have provided to contact you about your application and to assess your suitability for the role. Any job applicant would be required to complete and submit a Personal Privacy Statement as part of the recruitment process. This will be available on the website when you submit your application.

## Visitors to our website

When someone visits [www.edinburghprintmakers.co.uk](http://www.edinburghprintmakers.co.uk), we use a third-party service, Google Analytics to collect standard internet log information and details of visitor behaviour patterns, such as the number of visitors to pages and paths taken through the site. We do not make, and do not allow Google to make any attempt to find out the identities of those visiting our website. If we do want to collect personal data through our website, we will make this clear and explain what we intend to do with it.

## Cookies

Cookies are small text files placed on your computer by websites that you visit. They are widely used to make websites work or work more efficiently, as well as to provide information to Edinburgh Printmakers. We use the following cookies: Google Analytics  
To find out more about cookies and how to manage and delete them, visit [www.allaboutcookies.org](http://www.allaboutcookies.org).

## Followers on Social Media

To monitor the impact of our social media posts, we use analytics tools within each social media channel to collect standard information and details of our followers' engagement patterns, such as the number of likes or shares for a particular post.

## Data sharing and security

We will not share any of the information you provide for any purpose with any third parties for marketing purposes. The information you provide will be held securely by us and/or our data processors, whether the information is in electronic or physical format.

Some of our third party providers may store or process your data at a destination outside the EEA, but we will always ensure that your data is treated securely and in accordance with this Privacy Notice.

## How long do we keep hold of your information?

We will not retain any of the information you provide for any purpose for any longer than is necessary.

## Your right to access or correct information

Your personal data is protected by the General Data Protection Regulation (GDPR). This provides you with rights on how your data is processed.

You have the right to request a copy of the information that we hold about you. If you would like a copy, please contact us at [admin@edinburghprintmakers.co.uk](mailto:admin@edinburghprintmakers.co.uk) or write to us at the address below.

We want to make sure that your personal information is accurate and up-to-date. You may ask us to correct, remove or delete information at any time.

## Changes to our privacy policy

This privacy policy will be reviewed regularly, at least once a year. It was last updated on 4th May 2018.

## Further information

Please contact us if you have any questions about our privacy policy or any information that we hold about you:

By email at [admin@edinburghprintmakers.co.uk](mailto:admin@edinburghprintmakers.co.uk)

Or write to us at Edinburgh Printmakers, 23 Union Street, Edinburgh EH1 3LR