

## **PRIVACY POLICY**

Effective from 1 May 2018.

Bodysurf Scotland respect your privacy and is committed to safe handling of your personal information. This Privacy Policy informs you about how we collect, store and use information about you and what controls you have with regard to the data we hold.

## **SCOPE**

This Privacy Policy covers our treatment of information that we gather when you are accessing or using our websites or services, or when you contact us in any manner. We gather various types of information, including information that identifies you as an individual ("Personal Information").

Any other websites or organisations which may be linked to us are subject to their own policy, which may differ from ours. You can access Bodysurf Scotland's home page and browse the site without disclosing your personal data.

## **INFORMATION COLLECTION AND USE**

### **Website Cookies:**

Cookies are pieces of data containing a unique, anonymous identifier, created when you visit a site. They are stored in the cookie directory of your hard drive and do not necessarily expire at the end of your session.

Cookies used by Bodysurf Scotland's website contain no personal information about the user, nor does our website elicit or store any information from users other than the Internet Protocol address of the computer used to access the site. We use cookies for tracking our site statistics (through such third-party applications as Google Analytics).

Cookies on this site may safely be turned off by users without affecting how pages are displayed. Cookies can be disabled by adjusting your web browser settings, however, if you choose not to accept cookies, some parts of our web site may not work properly.

Our cookies help to:

- Make our website work as you'd expect.
- Remember your settings during and between visits.
- Improve the speed/security of the site.
- Allow you to share pages with social networks.
- Continually improve our website for you.

### **Google Analytics:**

When you use this site, a third-party application called Google Analytics is used to collect standard internet log information and details of visitor behaviour patterns and demographics. We use Google Analytics to find out things such as the number of visitors to various pages on the site. We do not make any attempt to find out the identities of the people visiting this website, however, please read [Google's Privacy Policy](#) for more information.

### **Mailing Lists:**

As part of the registration process for our electronic newsletters, we collect personal information that you provide us with via our online forms, namely; your full name and your email address. We collect this information to:

- Send no more than twelve electronic newsletters per year containing our latest news, activities, information we feel you might find interesting and requests.
- Check our records are correct.

We do not rent or trade your name or email address with any other organisations and businesses.

We use a third-party provider, MailChimp, to deliver our electronic newsletter and to store your details. We gather statistics of email opening and clicks using industry standard technologies to help us monitor and improve our communications. For more information about your details being shared with, stored and used via MailChimp, please see [MailChimp's Privacy Policy](#).

You can unsubscribe from our electronic newsletter at any time by clicking the unsubscribe link at the bottom of any of our mailings.

### **Ticketing Data:**

When you purchase a ticket/s or book onto a workshop through Bodysurf Scotland online, we collect personal information that you provide us via our third-party Box Office system, Eventbrite. This information is: your full name, address and postcode, email address and contact telephone number.

We do not collect debit/credit card details, PayPal information or any other financial details used to purchase tickets or book onto a workshop. These are, however, collected by Eventbrite (please see [Eventbrite's Privacy Policy](#)) and PayPal (please see [PayPal's Privacy Policy](#)).

### **ANONYMISED DATA SHARING**

We share anonymised data statistics with other organisations for purposes of reporting to funders (e.g. Creative Scotland, Highlands & Islands Enterprise, Big Lottery), working in partnership with others, and for our own evaluation purposes. This data is used to analyse our audience development programmes, equalities, diversity and inclusion, ticket sales and self-generated funding to understand the impact of the public investment made to Bodysurf Scotland.

Where it might be useful for us to disclose the identity of an individual (for example, to share feedback with funders) we will not do so without gaining explicit permission from the individual beforehand.

#### **YOUR RIGHTS TO YOUR PERSONAL INFORMATION**

The GDPR gives people the right to access and rectify their data, as well as requesting its erasure, restriction, portability and objecting to its collection, storage or use.

To request to see, change, erase or add limitations to the information we hold about you, please contact us on [admin@bodysurfscotland.co.uk](mailto:admin@bodysurfscotland.co.uk). We will provide you with a readable copy of the personal data we keep about you, at no charge, within 30 calendar dates of receiving a written request.

In order to prevent fraud and to ensure we are not disclosing your personal data to the wrong person, we may ask you for a copy of an official document that clearly authenticates your name, and current address. This is a standard practice in all applications for personal data under the GDPR.

#### **REPORTING A CONCERN OR COMPLAINT**

If you wish to report a concern or complaint about the way we collect, store and use your personal information, we encourage you to contact us on [admin@bodysurfscotland.co.uk](mailto:admin@bodysurfscotland.co.uk) so that we can learn from our mistakes. Alternatively, you may also contact the Information Commissioner's Office at <http://www.ico.org.uk>

#### **CHANGES TO THIS PRIVACY NOTICE**

We reserve the right to amend this privacy statement. Any changes to our privacy statement will be posted to the website and through other appropriate communication means.

#### **CONTACT**

If you would like to contact Bodysurf Scotland with regards to this Privacy Policy, please telephone 01309 691661, email us on [admin@bodysurfscotland.co.uk](mailto:admin@bodysurfscotland.co.uk) or write to us at Bodysurf Scotland, Universal Hall, The Park, Findhorn, Moray, IV36 3TZ