



Nairn Community & Arts Centre Privacy Policy

Nairn Community & Arts Centre takes your privacy seriously. The following policy, effective from 25.05.18, explains how we collect, store and process your personal data.

How we collect your information.

- . Directly from you, when you complete a form on our website
- . In person at reception, once consent has been agreed.
- . Over the phone, with consent from you
- . Personal Data will only be collected and processed by employees of Nairn Community & Arts Centre.

Types of information we collect

- . We will only collect contact and communications information, including names, addresses, e-mail address, and telephone numbers.

How we use your personal data

- . We will only use your information as agreed at the time of collection.
- . We will use your e-mail or postal address to inform you of any upcoming events, or activities, notice of formal meetings, venue closures or opening hours.
- . We may use your information for research and statistical analysis, but this will be number based and not personal information.
- . We will not sell or share your personal data with any third party.

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 to our electronic newsletter at any time by clicking the unsubscribe link at the bottom of any of our mailings.

Data Retention

- . We will only retain your information for as long as is necessary for the purpose it was collected.

Your Rights

- . You have the right to ask us not to contact you for marketing purposes at any time, and erase your details.
- . Request a copy of the personal data we hold about you, and to check we are lawfully processing it.
- . Request correction of any details we hold about you.

We will always respect your wishes in respect of what type of communication you receive from us.

QUESTIONS & CONTACT INFORMATION

If you have any questions or concerns regarding our privacy policy, please send a message to sam@nairncc.co.uk or telephone 01667 453476 and ask for Sam Morrison.