



WEBSITE PRIVACY NOTICE

Introduction

This Privacy Notice explains the types of personal data we may collect, how we'll handle it, store it and keep it safe.

This notice also tells you about your rights in relation to your personal data.

We hope the following sections will answer any questions you have but if not, please do get in touch with us.

It's likely that we'll need to update this Privacy Notice from time to time. We'll notify you of any significant changes, but you're welcome to come back and check it whenever you wish.

Who are we?

Creative Exchange's business is based at the home address of the Secretary. We can be contacted in the following ways:

Post: 130 Charterhall Road, Edinburgh EH9 3HW.

Phone: 0787 679 1671

Email: info@thecreativeexchange.co.uk

What personal data do we process?

We will collect, store and use information about our committee members and our members.

Why do we process this personal data?

We use the contact details of members to contact them about the services we provide for them.

We have a legitimate interest to process this information in order to keep providing our services. This data will generally be corporate contact details.

We will use these contact details to send information about other services from time to time but you will always have the option of telling us not to contact you in this way. If you do not wish to receive this information please let us know using the contact details above.

Who we share your personal data with

We will only share your personal data as is necessary to provide you with the services that you receive from us or which you provide to us. This will always be in line with what you expect from Creative Exchange and this will only ever be with third parties that we trust and where appropriate contractual arrangements are in place to ensure the security of your data.

Data retention

We will hold your contact details for as long as we are providing you with our services. If we no longer have this relationship with you we will delete your data after one year.

Cookies

The internet pages of <http://www.thecreativeexchange.co.uk/> use cookies. Cookies are small text files that are sent by web servers and stored on visitor's computers so they can be read back at a later

date. This is a convenient way of allowing a computer to remember specific information relating to a web site and provide a better user experience.

Your rights

You have rights in relation to your personal data and can make a request to Creative Exchange as a data subject, you have a number of rights in relation to your personal data. These are listed in brief below. A fee will not generally be charged for exercising any of these rights unless your requests are manifestly excessive.

- The right to access information about the personal data Creative Exchange is processing and to obtain a copy of it;
- The right to require Creative Exchange to change incorrect or incomplete data;
- The right to request that Creative Exchange erase or stop processing your data in certain circumstances; and
- The right to object to the processing of your data where Creative Exchange is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, or if you have any concerns about how your personal data is being processed, please contact using the details above.

If you still believe that Creative Exchange has not complied with your rights, you can complain to the Information Commissioner. Contact details are available at <https://ico.org.uk/concerns/>