

# Creative Art Works CIC

## Privacy Policy

### Who We are

Creative Art Works CIC is a small business dedicated to the health, happiness, wellbeing and empowerment of individuals, artists, educators and communities through the creative arts and cultural and environmental activities.

We aim always to work with integrity and to this end to keep your data safe, using it only with your permission.

This Privacy Policy governs the manner in which Creative Art Works CIC collects, uses, maintains and discloses information collected from users

This privacy policy applies to the site and all products and services offered by Creative Art Works CIC.

Creative Art Works CIC

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[info@creative-art-works.org](mailto:info@creative-art-works.org)

Creative Art Works CIC is a Community Interest Company, register in Scotland SC511536

### Personal identification information

We may collect personal identification information from users in a variety of ways, including, but not limited to, when users visit our site, respond to a survey, fill out a form, an evaluation and in connection with other activities, services, features or resources we make available on our site. Users may be asked for, as appropriate, name, email address, mailing address, phone number. Users may, however, visit our site anonymously. We will collect personal identification information from users only if they voluntarily submit such information to us. Users can always refuse to supply personally identification information, except that it may prevent them from engaging in certain Site related activities.

## Non-personal identification information

We may collect non-personal identification information about users whenever they interact with our site. Non-personal identification information may include the browser name, the type of computer and technical information about Users means of connection to our Site, such as the operating system and the Internet service providers utilized.

### Web browser cookies

Our site may use “cookies” to enhance User experience. The user’s web browser places cookies on their hard drive for record-keeping purposes and sometimes to track information about them. The user may choose to set their web browser to refuse cookies, or to alert them when cookies are being sent. If they do so, note that some parts of the site may not function properly.

## What data we collect

We collect some data directly from you if you choose to submit your details via the website contact form.

This data includes the following:

- Your email addresses
- Your name if provided

We may on occasions, on a project-by-project basis collect on a voluntary basis

- Full Name
- Title
- Basic demographic information (for example, your age and gender)
- Regional location
- Information that may be relevant to your safe participation in an event (for example dietary requirements)

This to ensure that Creative Art Works CIC is accessible to all. We will contact all registered users if and when this is the case, to ask for specific, but voluntary permission.

Creative Art Works CIC may collect and use users’ personal information for the following purposes:

- To improve customer service – Information provided helps us respond to user service requests and support needs more efficiently.
- To improve our Site – We may use feedback provided to improve our products and services.
- To send periodic emails – We may use the email address supplied to respond to enquiries, questions, and/or other requests.

## Mailing List

Creative Art Works CIC does not currently operate a mailing list.

## Archiving

Creative Art works CIC presents audio and film on the website. These involve participants who have signed media agreements, in the understanding that this is not-for-profit, but rather to showcase and celebrate the work we do. We endeavor to inform all participants when new items are placed on the website.

How we protect your information:

- We adopt appropriate data collection, storage and processing practices and security measures to protect against unauthorized access, alteration, disclosure or destruction of your personal information, transaction information and data stored on our site.

Sharing your personal information

- We do not sell, trade, or rent users personal identification information to others. We do not share generic aggregated demographic information not linked to any personal identification information regarding visitors and users with our business partners, trusted affiliates and advertisers for the purposes outlined above.

## Cyber Security

The website and email are hosted on a secure server, protected by a firewall. The website is further protected with the WordFence Security plugin. Contact forms have Google ReCaptcha v3 enabled. Email passwords are encrypted and Apache SpamAssassin is enabled.

## Changes to this privacy policy

Creative Art Works CIC has the discretion to update this privacy policy at any time. When we do, we will revise the updated date at the bottom of this page. We encourage users to frequently check this page for any changes to stay informed about how we are helping to protect the personal information we collect. Users acknowledge and agree that it is their responsibility to review this privacy policy periodically and become aware of modifications.

## How long do we keep your personal data?

We will keep your contact information for as long as the user keeps registered with the Creative Art Works CIC website. Generic and statistical information gathered on a project-by-project basis will remain as part of specific evaluation and reports.

## Your acceptance of these terms


By using creative-art-works.org, you signify your acceptance of this policy and terms of service. If you do not agree to this policy, please do not use our site. Your continued use of the site following the posting of changes to this policy will be deemed your acceptance of those changes.

## Contacting us

If you have any questions about this Privacy Policy, the practices of this site, or your dealings with this site, please contact our Director through the website contact page.

This policy was last reviewed on: 27-04-2023

Signed:



Date: 27-04-2023

Page 4

