

**MOSTYN (Mostyn Gallery Limited) WEBSITES
PRIVACY POLICY
January 2019**

Mostyn Gallery Limited (hereafter referred to as MOSTYN) is committed to protecting and respecting your privacy. This policy applies to your use of MOSTYN's websites (www.mostyn.org / www.llawn.org / www.mostynedge.org) and associated email lists.

This policy sets out the basis on which any personal data MOSTYN collects from you, or that you provide to MOSTYN, will be processed. Please read the following carefully to understand how we collect and use your personal data.

For the purpose of the Data Protection Act 1998 (the Act), the data controller is: MOSTYN, 12 Vaughan Street, Llandudno, Conwy LL30 1AB

Our nominated representative for the purpose of the Act is Alfredo Cramerotti, MOSTYN Director.

MOSTYN gathers data on

- i. visitors to MOSTYN's **WEBSITES** via Cookies
- ii. subscribers to **MOSTYN's e-mailing lists** via MOSTYN / LLAWN websites and sign up forms
- iii. open call exhibition **online submission/applications** (MOSTYN Open)

MOSTYN WEBSITES

What information is collected?

MOSTYN's websites use cookies to store information on your computer and to anonymously track visitor activity.

Why is the information being collected?

Some cookies on the site are essential, and the site won't work as expected without them. These cookies are set when you submit a form, login or interact with the site by doing something that goes beyond clicking on simple links.

We also use some non-essential cookies to anonymously track visitors or enhance your experience of the site.

How will the information be used?

We use Google Analytics to collect information about how our visitors use and navigate MOSTYN's websites. We use this information to report to funders such as the Arts Council of Wales and to analyse usage of the website so that we can continually work to add new features and improve your experience of it.

The cookies collect information such as the number of visitors to the site, which pages they visited and whereabouts they came to the site from. This information is

anonymous and cannot be used to identify you personally.

How to revoke consent

If you're not happy with this, we won't set these cookies but some nice features of the site may be unavailable. You can grant or revoke cookie consent by clicking the icon at bottom left of the browser window.

E-MAILING LISTS

What information is collected?

When you sign up to MOSTYN or LLAWN e-mailing list we only collect your e-mail address and some subscriber options which define the information you want to receive from us.

We may, on occasion, carry out visitor surveys, which you are not obliged to take part in. Information collected in this way will be extracted from the subscriber database and processed separately from your personal data.

Why is the information being collected?

When you subscribe to MOSTYN's e-mailing list you consent to your e-mail address being used to receive regular up-to-date news and information on exhibitions, events, fundraising activities and special offers. Your e-mail address and subscriber options allow us to send you the information about MOSTYN activities most relevant to you. You may opt to receive information on Exhibitions/Events only, Family Activities only or to receive information on all MOSTYN activities.

When you subscribe to LLAWN e-mailing list you consent to your e-mail address being used to receive up-to-date news and information on LLAWN - Llandudno Arts Weekend.

We may, on occasion, ask for your support or further questions to help us better understand our user base. The data helps us to communicate our fundraising activities or monitor and improve our communications strategy and to report to our funders about our audience profile.

How will the information be stored and used?

When you complete a MOSTYN feedback form or e-mail sign-up form in the gallery, you will be sent a link to subscribe to MOSTYN e-mailing list via MOSTYN website. This allows us to fully comply with Data Protection guidelines by ensuring you consent to your data being used in line with this Privacy Policy.

When you subscribe to MOSTYN or LLAWN e-mailing list via MOSTYN or LLAWN website, your e-mail address and subscriber options will be stored on the 'MailChimp' secure server ([find out more about MailChimp data security](#)).

We will not share your personal data with third parties. It will be kept private for MOSTYN/LLAWN use only.

How long will we retain the data?

Personal information (your e-mail address) on feedback forms or e-mail sign up forms will be disposed of securely immediately after we send you an e-mail to confirm your subscription via MOSTYN/LLAWN website.

On subscription, your e-mail address and subscriber information will be retained on the 'MailChimp' secure server until you withdraw consent by unsubscribing.

How to unsubscribe from MOSTYN mailing lists

You can unsubscribe from MOSTYN mailing lists at any time by clicking the 'Unsubscribe' link at bottom of e-mail communications or by e-mailing post@mostyn.org

You are welcome to sign up again at a later date if you choose.

MOSTYN Open call submissions

What information is collected?

When you make a submission to MOSTYN Open data including your name and contact details will be collected via the Typeform platform ([Typeform's Terms of Service and Privacy Policy](#)) and your payment details will be processed by secure payments platform Stripe ([Stripe's Privacy Policy](#)).

Why is the information being collected?

The information is collected to allow us to process, take payment and contact you about your submission to MOSTYN Open.

How will the information be used?

The information will only be used for the purpose described above. It will not be shared with third parties.

How long will we retain the data?

By submitting to MOSTYN Open you agree to your data being stored as described above. Your personal data will be retained until all selection processes are complete or sooner if you ask us to delete your information before this. You will be invited to join MOSTYN mailing list via the MOSTYN website. We will retain your information for this purpose until you withdraw consent or unsubscribe as described above.

How to revoke consent?

You can request us to delete your personal/payment information by emailing open@mostyn.org

GENERAL

How can I exercise my rights?

It is your right to contact any 'data controller' (such as MOSTYN) to request information about how and why your data is being used. This includes Breach Notification, Right to Access, Right to be Forgotten and Data Portability.

If you wish to contact MOSTYN about your data, please use the contact details at the

end of this document.

Changes to This Privacy Policy

We reserve the right to change this Privacy Policy at any time without prior notice. Any changes will be effective immediately upon the posting of the revised Privacy Policy.

Data Protection Information

Find out about the UK Data Protection Bill (<https://inorganic/for-organisations/data-protection-bill/>).

Find out about EU General Data Protection Regulation (GDPR) (<https://word-processing/>).

Links

MOSTYN's websites may contain links to other websites – please remember that when you click on any of these links you are moving onto another site and that their terms, conditions and policies will apply when you are visiting their pages, and these may differ from ours.

Contact Details

You may contact us at any time by e-mailing post@mostyn.org

You can also write to us at: MOSTYN, 12 Vaughan Street, Llandudno LL30 1AB