** General Data Protection Regulations Policy. 2024/25**

This notice is for all members, operational partners and followers of Cowal Open Studios.

It applies to the processing of your personal data by Cowal Open Studios (COS)

The appointed data controller for COS is the chairperson who can be contacted by using the email address cowalopenstudios@gmail.com

We are a small, voluntary, not-for-profit organisation. The only people who have access to data provided by members, advertisers and sponsors will be those attending / supporting the Cowal Open Studios committee.

The only people who have access to data provided by supporters and followers of Cowal Open Studios (members of the general public) are the data controller and chair. The only personal information that will be stored on artists and makers is that provided as part of the COS application process, data that is printed for public use in our brochure / on our website and data required to take part in exhibitions / associated activities arranged by COS. Please note that some committee members may retain written records where these are required to organise Cowal Open Studios and associated activities. Your data will be used to enable individuals on the committee to communicate directly with COS members.

Data stored on advertisers and sponsors will relate only to the agreement and development of adverts / funding. Data stored on supporters and followers will only include information provided by supporters and followers for the purpose of staying in touch with COS activities / receipt of prizes etc. We do not use encryption ( excepting the storage and sharing of information via Mailchimp) but the chair and data controller only use technology that is password protected. Where supporters and followers provide written contact

information, this will be stored and then destroyed when no longer relevant to any COS activity

NO INFORMATION PROVIDED BY ANYONE WILL BE SHARED WITH A THIRD PARTY WITHOUT SPECIFIC PERMISSION UNLESS IT IS REQUIRED FOR THE ORGANISATION OF A COS ACTIVITY (e.g artists' information to galleries during group exhibitions).

Data will only be stored and processed when it is reasonably required for the

organisation and success of Cowal Open Studios / associated events organised by

COS in any current or subsequent year.

You can request for any personal data held on you to be deleted / destroyed at any

time. Please do this by emailing cowalopenstudios@gmail.com

This policy will be reviewed annually with any changes in legislation being taken into

account .