

University of Southampton (John Hansard Gallery) Privacy Notice

Introduction

John Hansard Gallery is one of Britain's leading public galleries of contemporary art. Part of the [University of Southampton](https://www.southampton.ac.uk/), we support, develop and present work by outstanding artists from across the world. Established in 1979, we are proud to play a dynamic role in the cultural life of Southampton and the region.

John Hansard Gallery is a "data controller". This means that we are responsible for deciding how we hold and use personal information about you. We are committed to handling and storing personal information in compliance with the terms of the General Data Protection Regulation (GDPR). This applies whether the information is obtained directly from individuals through the website by completing web forms or by other means such as phone calls, e-mail, printed forms, or in person. It also applies to information obtained from publicly available sources.

'Data' refers to the personal data that we hold about you from which, either on its own or in combination with other data, you can be identified.

Processing means doing anything with your Data, such as collecting, recording or holding the Data as well as disclosing, destroying or using the Data in any way.

We keep this Privacy Notice under regular review and it may be amended from time to time. You can obtain a current version at <http://www.jhg.art/legal/privacy-policy/>.

Data We Collect

Depending on the relationship you have with John Hansard Gallery, we may collect some or all of the following information:

- Biographical – name, title, previous surname, date of birth or age. We occasionally collect but do not retain data relating to race or ethnic origin, religious beliefs, physical or mental health or sexual preferences as requested by Arts Council England.
- Contact details – postal address, email address, phone number
- Current interests and preferences
- Access requirement
- Medical information
- Occupation and professional activities
- Record of donations and your capacity to donate
- Attendance at events
- Photographs

We will only collect this information where:

- We need it to fulfil a contract (e.g. online shop purchase)

- We need it to pursue our legitimate interests including by communicating with current and potential supporters; and/or,
- You have given your consent for us to do so for example when you sign up for our mailing list in person or online.

How We Collect Data

Your Data is collected under the following circumstances:

- Booking tickets to Gallery events online, in person or over the phone
- Subscribing to John Hansard Gallery mailing lists or other marketing communications
- Becoming a supporter of John Hansard Gallery
- Providing information via surveys about visitor experience
- Through personal contact with a staff member
- From publicly available sources
- Enrolling on an engagement programme such as Arts Award
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What If You Do Not Provide Your Personal Data?

If you fail to provide data when requested, we will not be able to process your booking or enquiry successfully.

Why Are We Processing Your Data?

Your Data is processed to enable us to:

- Provide and manage services, such as attendance at free and charged events
- Manage contact with, and provide information to, supporters
- Communicate news and events at John Hansard Gallery
- Issue invitations to John Hansard Gallery events
- Administer donations, including Gift Aid
- Understand who our audience is to improve our services, or to provide information to funders
- Identify potential donors and sources of funding
- Use photography and film taken at events to promote its activities, build new audiences and report to funders. These images may be used on our website, social media channels and in written reports to funders.

Automated Decision Making

You will not be subject to decisions that will have significant impact on you based solely on automated decision-making.

Accurate Data

We will keep the Data we store about you accurate and up to date. Data that is inaccurate or out of date will be destroyed. Please let us know if your details change or if you feel that the Data we hold about you is inaccurate or incomplete at:

hansard@soton.ac.uk

Holding Data

We create and hold your Data both electronically on our database and on paper. We will only hold your Data as long as is necessary for the purposes that we have collected it.

Data Security

We have a legal duty to keep Data about you confidential. John Hansard Gallery staff abide by the data protection legislation and the University Data Protection Policy. We endeavour to ensure that suitable organisational and technical measures are in place to prevent the unlawful or unauthorised processing of your Data and against the accidental loss of or damage to your Data. This includes:

- Storing Data on an appropriately secure system.
- Training all our staff in their data protection responsibilities.
- Working with reputable companies for data processing services who are data protection compliant and who enter into appropriate data sharing agreements.
- Ensuring that appropriate protection is in place when we work with trusted organisations based outside the European Economic Area (EEA).

Sharing Your Data

We will not share your Data to a third party without your consent unless we are satisfied that the third party is legally entitled to it.

We may have to disclose your Data if required to do so by law in order to comply with a legal obligation, to protect our rights, interests or property and those of others, act in urgent circumstances to protect the personal safety of our staff, students and the public or to protect us against any legal liability.

John Hansard Gallery operates CCTV camera surveillance throughout the building. The images are stored securely and monitored in a controlled space. Images may be shared with the Police if required for the investigation of crime.

Cookies

A Cookie is a small component of data a website stores on your device which considers information about your navigation on that website. We use Cookies to get statistics on the use of our site through its users. This is done by analysing data such as the amount of time spent on each page and most visited pages. The data helps us to improve the quality of the website.

You may choose to remove or block cookies at any time by adjusting your browser settings, but in some cases, this may impact your experience of our website.

Unwanted Communications

We will, from time to time, contact you by email, post and telephone. If at any stage you are concerned about the content of these communications e.g. unwanted marketing information or wish to change how we communicate with you please contact us at: hansard@soton.ac.uk to unsubscribe. We send out electronic communications to those we believe have opted in, and our communication contain the option to opt out at any time as is required by EU and UK electronic privacy rules.

Individual Rights

Any individual can request to see the information we hold on them at any time. If you believe the information we hold on you is incorrect, you will have the right to have this rectified or deleted accordingly.

Under GDPR you have the right to:

- Access the personal data we hold on you
- Correct and update the personal data we hold on you
- Have your personal data erased
- Object to processing of your personal data
- Data portability
- Withdraw your consent to the processing at any time for any processing of personal data to which consent was sought.
- Object to the processing of personal data

If you would like to exercise these rights please use our [online form](#) or write to:

The Data Protection Officer
Legal Services
University of Southampton, Highfield
Southampton, SO171BJ
Email: data.protection@soton.ac.uk

If you would like to contact us to ask about your data, have questions or you do not feel that your concerns have been addressed in our privacy statement, please do not hesitate to contact us by email at hansard@soton.ac.uk or dataprotection@soton.ac.uk

Further Information

We also have additional policies and guidelines concerning particular activities. If you would like further information please see our Publication Scheme at: http://www.southampton.ac.uk/about/governance/regulations-policies-guidelines.page#publication_scheme.

If you are unhappy with the way that we have handled your data you can contact us at:
or contact the Information Commissioner's Office. See their website at:
<https://ico.org.uk/>.

The University of Southampton is the Data Controller and our registration number with
the Information Commissioner's Office is Z6801020.