

# Open Studios North Fife

## Privacy and Data Protection Policy

***We promise that if you are a member of Open Studios North Fife, we will:***

- use your personal details only for correspondence about the annual event or other relevant events, or to update you about developments within Open Studios
- not share your personal details with anyone else other than a very small number of contractors approved by the Committee to do work for the event under data control procedures
- if you no longer wish to be a member, this can be done by contacting [openstudiosnorthfife@gmail.com](mailto:openstudiosnorthfife@gmail.com)
- ensure that marketing social media posts involving you are made and shared with your permission, this permission is given through the contract of participation. Any other sharing of artists' own posts on our social media channels is in accordance with the system that is already laid out by each social media company that allows public sharing of posts.
- respect copyright protocols for your images, permission for use of images is given through the contract of participation
- ensure that artists can opt out of any filming of the event for promotional use by emailing [openstudiosnorthfife@gmail.com](mailto:openstudiosnorthfife@gmail.com)

***As a member of the public, if you join our mailing list or get in touch with us, we will:***

- use your personal details only to keep you informed about the annual event or other relevant events, or to respond to specific queries
- not share your personal details with anyone else
- only keep your personal details if you have subscribed to our mailing list and in accordance with national information retention guidelines
- make sure you can withdraw from our mailing list at any point via unsubscribing from the mailing list itself or by emailing [openstudiosnorthfife@gmail.com](mailto:openstudiosnorthfife@gmail.com)

***As an organisation, we will:***

- ensure our records are kept up-to-date and deleted where appropriate in accordance with national guidelines.

If you would like to discuss this with us in further detail, please contact [openstudiosnorthfife@gmail.com](mailto:openstudiosnorthfife@gmail.com)