

## PRIVACY NOTICE for CENTRE for ADVANCED TEXTILES (Classic Textiles) in the SCHOOL of DESIGN

### PRIVACY NOTICE DETAILS:

Date of approval	15 October 2019
Approving body	Planning & Management Group
Supersedes	n/a
Date of EIA	24 September 2019
Date of next review	<i>See departmental schedule</i>
Authors	CAT Centre Manager, Head of School & DPO.
Responsible SLG Group area	Deputy Director (Academic)
Related policies and documents	Data Protection Policy
Benchmarking	n/a

# THE GLASGOW SCHOOL OF ART

## Centre for Advanced Textiles (Classic Textiles) Privacy Notice

### General Data Protection Regulation (GDPR) 2016 Data Protection Act 2018

#### Introduction

This Privacy Notice explains when and why we collect personal information about visitors to our website and our clients, how we use their information and what we do to protect it.

We may update this Privacy Notice and our website page from time to time so would encourage you to check it occasionally to ensure that you're happy with any changes. By using our services, you're agreeing to be bound by this Privacy Notice.

#### Preliminary Information

If you have any questions relating to our use of your personal data, these should be referred in the first instance to the Centre for Advanced Textiles at [cat@gsa.ac.uk](mailto:cat@gsa.ac.uk) or write to Centre for Advanced Textiles, Glasgow School Of Art Ground Floor, Reid Building 164 Renfrew Street Glasgow G3 6RF. Alternatively, you can telephone 0141 353 4742.

GSA's Data Protection Officer is Tom McDonnell: [dataprotection@gsa.ac.uk](mailto:dataprotection@gsa.ac.uk).

You have the right to lodge a formal complaint against GSA's use of your personal data with the Information Commissioner's Office at: <https://ico.org.uk/concerns/>.

#### How do we collect information from you?

We obtain information about you when you:

- use our website;
- sign up to receive our electronic newsletter,
- when you create or process an online order with us.

## **What type of information is collected from you?**

The personal information we collect might include your name, address, email address, telephone number, IP address and information about what website pages are accessed and when.

## **Legal Basis for holding your personal data**

For the personal data the GSA holds and processes about you, the GSA by law, has to provide you with the legal basis under which it is being processed. This can be based on Consent, Performance of Contract, Legal Obligation, Public Interest, Vital Interest or Legitimate Interest.

We rely on the following legal basis for the purposes described:

Performance of Contract.

## **How is your information used?**

We may use your information to:

- contact you through our newsletter about our services;
- process your order;
- seek your views or comments in relation to our services;
- notify you of changes to our business or services.

We review our retention periods for personal information on a regular basis and will hold your personal information on our systems for as long as is necessary to process your bookings securely, or until you opt-out of receiving communication from us. You will not be signed onto our mailing list without providing us with consent first. You can opt out of our online and offline marketing at any time by following the instruction at the bottom of our e-newsletters, or by emailing [cat@gsa.ac.uk](mailto:cat@gsa.ac.uk).

## **Who has access to your information?**

We will not sell your information to third parties or share your personal data for marketing purposes.

### **Third Party Service Providers working on our behalf.**

Third party service providers may be given access to your name and email address for the purposes of completing tasks on our behalf (for example to edit newsletter templates and send email newsletters).

When we use third party service providers, we disclose only the personal information that is necessary to deliver the service and we have a contract in place that requires them to keep your information secure and not to use it for their own purposes. Please be reassured that we will not release your information to third parties and will never sell your information to external parties for marketing or other purposes.

### **Your choices**

You have a choice about whether or not you wish to receive information from us. We will not contact you for marketing purposes by email, phone or text message unless you have given your prior consent. If you no longer wish to receive email communication about our services then you are able to unsubscribe.

### **How you can access and update your information**

The accuracy of your information is important to Centre for Advanced Textiles. We're working on ways to make it easier for you to review and correct the information that we hold about you. In the meantime, if you change email address or any of the other information we hold is inaccurate or out of date, please email us at [cat@gsa.ac.uk](mailto:cat@gsa.ac.uk) or write to Centre for Advanced Textiles, Glasgow School Of Art Ground Floor, Reid Building 164 Renfrew Street Glasgow G3 6RF. Alternatively, you can telephone 0141 353 4742.

### **Security precautions in place to protect the loss, misuse or alteration of your information**

When you give us personal information, we take steps to ensure that it is treated securely. Any sensitive information (such as credit or debit card details) is encrypted and protected with the following software 128 Bit encryption on SSL. When you are on a secure page, a lock icon will appear on the bottom of web browsers such as Google Chrome.

Non-sensitive details (your email address etc.) are transmitted normally over the Internet, and this can never be guaranteed to be 100% secure. Once we receive your information, we make our best effort to ensure its security on our systems.

## **Use of cookies**

Like many other websites, the Centre for Advanced Textiles website uses cookies. Cookies are small pieces of information sent by an organisation to your computer and stored on your hard drive to allow that website to recognise you when you visit. They collect statistical data about your browsing actions and patterns and do not identify you as an individual. For example, we use cookies to improve our website and deliver a better experience.

It is possible to switch off cookies by setting your browser preferences. For more information on how to switch off cookies on your computer, visit our **cookies policy**. Turning cookies off may result in a loss of functionality when using our website.

## **Links to other websites**

Our website may contain links to other websites. This Privacy Notice applies only to our website and so we encourage you to read the privacy notices on the other websites you visit as we cannot be responsible for their practices even if you access them using links from our website.

In addition, if you linked to our website from a third-party site, we cannot be responsible for the practices of the operators of that third-party site and recommend that you check the Privacy Notice of that third-party site.

## **Your rights**

You have the right to ask for a copy of the information Centre for Advanced Textiles hold about you.

If you have any questions or complaints relating to our use of your personal data, these should be referred in the first instance to the Centre for Advanced Textiles at [cat@gsa.ac.uk](mailto:cat@gsa.ac.uk) or write to Centre for Advanced Textiles, Glasgow School Of Art Ground Floor, Reid Building 164 Renfrew Street Glasgow G3 6RF. Alternatively, you can telephone 0141 353 4742.

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## **Review of this Privacy Notice**

We keep this Privacy Notice under regular review. This Privacy Notice was last updated on 24 September 2019.

