**The Costume and Textile Association**

# PRIVACY POLICY

## WHO WE ARE

At The C&TA, we are committed to
maintaining the trust and confidence of our members and visitors to our website and social media pages. In particular, we want you to know that we do not sell, rent or trade email lists with other companies and businesses for marketing purposes. In this Privacy Policy, we've provided lots of detailed information on when and why we collect your personal information, how we use it, the limited conditions under which we may disclose it to others and how we keep it secure.

## TYPES OF DATA WE COLLECT

We may collect the following information about you:

- your name
- your contact details: postal address, telephone numbers (including mobile numbers) and email address;
- purchases and orders made by you;
- your on-line browsing activities on The C&TA website
- when you purchase shares or goods, your payment card details;
- your communication and marketing preferences;
- your feedback and survey responses;
- your location;
- your correspondence and communications with The C&TA
- other publicly available personal data, including any which you have shared via a public platform (such as an Instagram or Facebook page).

We do not knowingly collect data relating to children.

The list is not exhaustive and, in specific instances, we may need to collect additional data for the purposes set out in this Policy. Some of the above personal data is collected directly, for example when you send an email to us. Other personal data is collected indirectly, for example, your browsing activity. We may also collect personal data from third parties who have your consent to pass your details to us, or from publicly available sources.

When someone visits our website and other social media we are linked to, we use a third-party service, Weebly, to collect standard internet log information and details of visitor behaviour patterns. We do this to find out things such as the number of visitors. This information is only processed in a way which does not identify anyone. We do not make and do not allow them to make, any attempt to find out the identities of those visiting our website.

## MAILING LISTS

As part of the registration process to take out membership of the C&TA, we collect personal information. We use that information for a couple of reasons: to tell you about things you've asked us to tell you about; to contact you if we need to obtain or provide additional information; to check our records are right and to check every now and then that you're happy and satisfied. We do not rent or trade email lists with other organisations and businesses.

We use a third-party provider, MailChimp, to deliver our e-newsletter. We gather statistics around email opening and clicks using industry-standard technologies to help us monitor and improve our e-newsletter. For more information, please see *MailChimp's privacy notice*. You can unsubscribe to these general mailings at any time of the day or night by clicking the unsubscribe link at the bottom of any of our e-newsletter emails, or by emailing ctacostume@gmail.com.

## THIRD PARTIES

Data may be shared with third party service providers Square and Eventbrite to facilitate sales and events booking.

## ACCESS TO YOUR PERSONAL INFORMATION

You are entitled to view, amend, or delete the personal information that we hold. Email your request to ctacostume@gmail.com via our website or via our social media pages. An opt-out option will also be available on the emails we send out.

## CHANGES TO THIS PRIVACY NOTICE

This privacy notice will be periodically reviewed (at least annually) to ensure it is up-to-date and relevant.