



## PRIVACY STATEMENT

This website and the organisation of this annual event is operated by The National Students' Art Exhibition (NSAE). We take your privacy very seriously, therefore we urge you to read this policy carefully because it contains important information about us and:

- the personal information we collect about you, our users
- what we do with your information, and
- who your information may be shared with

### Who we are

The NSAE ('we' or 'us') are a 'data controller' for the purposes of the Data Protection Act 1998, (ie we are responsible for, and control the processing of, your personal information).

### Lawful Basis for The NSAE receiving and processing personal data

Article 6 of the GDPR:

**(a) Consent:** the individual has given clear consent for you to process their personal data for a specific purpose.

**(e) Public task:** the processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.

### Information we collect

#### a) Personal information you provide to us

We collect the following personal information that you provide to us:

- School name and address
- Teacher name and contact details
- Student names, year group and details of work submitted

Some examples of how we collect this information include:

- The Intent to Submit Form
- Exhibitor Details
- Student Consent Form

#### b) Personal information provided by third parties

Student information is received via teachers from the student's school where consent has been provided for this data to be shared.

### c) Personal information you provide about third parties

If you give us information about another person, you confirm that the other person has appointed you to act on their behalf and agreed that you:

- shall consent on their behalf to the processing of their personal data;
- shall receive any data protection notices on their behalf; and
- shall consent on their behalf to their work being displayed via the website and in the public gallery.

We do not share data with non GDPR compliant countries.

The website will exhibit work from past exhibitions but will not identify the details of that student.

The website will show a dvd of interviews with students who have consented for this to be uploaded and shared in the public domain.

### d) Monitoring and recording communications

We may monitor communications such as emails and telephone calls for the following purposes:

- Emails and telephone calls provide the NSAE with information from teachers to enable the NSAE to produce the National Annual Exhibition.
- where teachers and the NSAE inform of incorrect spelling/missing details on previously submitted forms or to clarify details of the event.

No advertising occurs on the website and the NSAE is a not-for-profit organisation.

### **How we use the information we collect**

We collect information about our users for the following purposes:

- to contact teachers with updated information or to answer their queries
- to facilitate the curating of an art exhibition by displaying wall labels and printing catalogues

### **Who your information may be shared with**

We may share your information with:

- Law enforcement agencies in connection with any investigation to help prevent unlawful activity
- It may include details being shared with:
  - Bastion Art, Dover - framing company;
  - Buckland Press, Dover – printing company used for catalogue;
  - The Mall Galleries, London.

The NSAE does not share any information with any third party other than if required as stated above. Teachers and Students submit only the details required to process the art work for exhibition purpose

### **Keeping your information secure**

We will use technological and organisational measures to keep your information secure.

These measures may include the following examples:

- Encryption of all storage devices
- No data shared with third parties other than those disclosed above
- Minimum access via authorised NSAE personnel only
- Keeping security and operational systems up to date
- Access via personal devices prohibited

Schools, Teachers and Students provide their details which are then kept securely on one central secure database. The information is then processed for specific purposes of:

- updating teachers of key dates and deadlines
- Display labels at gallery and identification of student work (student name, year group, title of work and school)
- Catalogue of exhibition (student name, year group, title of work and school)
- Printing certificates for students (student name, year group, title of work and school)
- School address and contact details for delivery of work back to schools
- occasionally the framing company will require details of work or school address and contact for invoicing purposes

However, while we will use all reasonable efforts to secure your personal data, in using the website and submitting personal information you acknowledge that the use of the internet is not entirely secure and for this reason we cannot guarantee the security or integrity of any personal data that is transferred from you or to you via the internet. If you have any particular concerns about your information, please contact us using the details below.

[info@nsae.co.uk](mailto:info@nsae.co.uk)

### **Period of Retention**

#### **Database:**

Details of schools submitting work to the exhibition will be kept on record in name only indefinitely. Details of teachers and students will be retained for 24 months after which they will be deleted.

#### **Printed Material:**

Material such as the catalogue provide school names, student names and titles of works which have been shared with the NSAE with consent by the teachers and students. Catalogues will exist in the public domain and the NSAE have no control over their retention after distribution.

### **What rights do you have?**

#### Right to request a copy of your information

You can request a copy of your information which we hold (this is known as a subject access request). If you would like a copy of some or all of this information, please:

- email or write to us (using the contact details below)
- provide proof of your identity and address (a copy of your driving licence or passport and a recent utility or credit card bill), and
- let us know the information you require

We may ask you to pay a fee before sending this information to you.

#### Right to correct any mistakes in your information

You can require us to correct any mistakes in your information which we hold free of charge\*. If you would like to do this, please:

- contact us using via the details below
- provide enough information to identify you, and
- inform us of any information that is incorrect and what it should be replaced with

\*please note, we rely on the correct information being submitted initially by teachers to ensure incorrect spelling of names or titles does not occur. In the event of incorrect details being submitted we will endeavour to reprint gallery labels, certificates and amend the database. However, we regret that we are unable to reprint catalogues.

### Right to request cessation of contact

Schools can ask us to stop contacting them for direct promotion of the event. If you would like to do this, please:

- email or write to us (using the contact details below)
- provide proof of your identity and address and
- inform us of method of contact you are not happy with
- specify method of contact (for example, you may be happy for us to contact you by email but not by telephone)

From time to time there may be other methods to unsubscribe from any direct marketing including for example, unsubscribe buttons or web links. If such are offered, please note that there may be some period after opting to unsubscribe in which marketing may still be received while your request is being processed.

### **Do you need extra help?**

If you would like this policy in another format, please contact us using the details below.

### **Changes to the privacy policy**

We may change this privacy policy from time to time. You should check this policy occasionally to ensure you are aware of the most recent version.

### **Contacting us**

If you have any questions about this policy or the information we hold about you, please contact us by:

**e-mail:** [info@nsae.co.uk](mailto:info@nsae.co.uk)

#### **post:**

**The NSAE**  
Business Unit 3  
Astor Avenue  
Dover  
Kent  
CT17 0AS