

## **Privacy Policy for www.cruxphoto.net**

### **Contact details**

CRUX, Arts University Bournemouth, Wallisdown, Poole, BH12 5HH.

+ 44 (0) 1202 533011

crux@aub.ac.uk

We may change the policy notice occasionally. You can check this policy notice from time to time to ensure that you are aware of the most recent version. The current version is v1.0, written on July 21<sup>st</sup> 2022.

### **The type of personal information we collect**

We currently collect and process the following information:

- Your name, email, postal\* and website\* address.
- Information about your place of work\* and the nature of your work.

\* If supplied.

### **How we get the personal information and why we have it**

Most of the personal information we process is provided to us directly by you through:

- The website contact form.
- Email communication.
- From your website.

For one of the following reasons:

- For us to be able to contact you.
- For us to be able to work with you.
- For us to be able to promote you and your work.
- Provide you with a quality service.

We may share this information with professional service partners and organisations as required by law.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

- A. Your consent. You are able to remove your consent at any time. You can do this by contacting CRUX.
- B. We have a legitimate interest.

## **How we store your personal information and for how long**

Your information is securely stored on a password protected laptop and a password protected phone.

We will retain all of your information for the duration of our time working together.

## **Squarespace and Google analytics and cookies**

This website collects personal data to power our site analytics, including information about your browser, network, device, web pages you visited prior to coming to this website, and your IP address.

This information may also include details about your use of this website, including clicks, internal links, pages visited, scrolling, searches, and timestamps. We share this information with Squarespace, our website analytics provider, to learn about site traffic and activity.

This website uses cookies and similar technologies, which are small files or pieces of text that download to a device when a visitor accesses a website or app. For information about viewing the cookies dropped on your device, visit [The cookies Squarespace uses](#).

- [These functional and required cookies are always used](#), which allow Squarespace, my hosting platform, to securely serve this website to you.
- [These analytics and performance cookies](#) are used on this site, as described, only when you acknowledge our cookie banner. We use analytics cookies to view site traffic, activity, and other data.

Google Analytics uses cookies to collect data that helps us understand how people are using the cruxphoto.net site and where they came from. We use this information to identify how and where we can improve the user experience. The information collected through these cookies is anonymous and does not identify specific individuals or their details.

## **Your data protection rights**

Under data protection law, you have rights including:

- the right to ask us for copies of your personal information.
- the right to ask us to rectify personal information you think is inaccurate or complete information you think is incomplete.
- the right to ask us to erase your personal information in certain circumstances.
- the right to ask us to restrict the processing of your personal information in certain circumstances.

- the right to object to the processing of your personal information in certain circumstances.
- the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at [crux@aub.ac.uk](mailto:crux@aub.ac.uk) if you wish to make a request.

### **How to complain**

If you have any concerns about our use of your personal information, you can make a complaint to me at [crux@aub.ac.uk](mailto:crux@aub.ac.uk)

You can also complain to the ICO if you are unhappy with how I have used your data: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Contact number: 0303 123 1113

Website: <https://www.ico.org.uk>