



We Care About Your Privacy

Arrière-Garde is committed to protecting the privacy of your personal data in accordance with the Data Protection legislation. We understand that privacy and security is very important. This Privacy Policy ("Policy") sets out how we process your information, including through our website at <https://www.arriere-garde.co.uk> (our "Site"). It also sets out any other dealings with us, whether you are a user or potential user, or volunteer, or you are a professional or business contact, or you are a job applicant.

The Data Protection Legislation

As from 25th May 2018, most personal data processing in the UK is subject to the EU General Data Protection Regulation ("GDPR"), as supplemented by UK legislation.

Personal data is any information that directly or indirectly identifies a living individual.

For the purposes of the GDPR, we will be the controller of any personal data that we collect from or about you in connection with the provision of our services, or related activities such as promoting our events or, where relevant, dealing with job applications.

Under the GDPR, data controllers are required to process personal data lawfully, fairly and in a transparent manner, and in a manner that ensures appropriate security of the personal data. Personal data must be collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes, and the data must be adequate, relevant and limited to what is necessary in relation to those purposes, accurate and, where necessary, kept up to date, and kept in a form which permits identification of data subjects for no longer than is necessary for those purposes. Data controllers are responsible for, and must be able to demonstrate, compliance with these principles.

Information we collect about you automatically

When you use the Site, as is the case with most websites, we automatically get some technical details such as your chosen browser and unique IP address. As is common to all major websites, we also collect information about your visit, including information about how you are using the Site including the movement of your mouse, what buttons you click, and any phone number you may phone us on with a query or issue. Most of this information is collected via the use of cookies.

Cookies are a useful way for us to understand how users use our Site. Cookies are created by your web browser when you visit our website. Every time you go back to the Site, your browser will send the cookie file back to the Site's server. They improve your experience of using our website, for example, by remembering your preference settings so that you are presented with information likely to be most relevant to you, and by measuring your use of the website to enable us to continuously improve our Site

to ensure that it meets your needs. Cookies can also be used to show you relevant content on social media services such as Facebook - these are known as "retargeting" or "advertising" cookies. For further information about cookies and how to amend your browser settings in order to block cookies, please see the cookie information below.

What selected personal data do we collect from or about you?

If you make an enquiry:

If you contact us with an enquiry about our services (either through our Site or by phone, email or post), we will ask you to supply essential contact details (your name, e-mail address, phone number and, where applicable, the charity/company or other person you represent and your job title), which we need in order to identify you and deal with your enquiry.

Depending on the nature of your enquiry, we may collect from you further details, such as the circumstances in which you are making the enquiry, the professional services that may be of interest to you or, where you are interested in a possible position with us, your CV and related information.

If you are or become a client:

If you are or become a client, and in the course of providing our services, we may collect further personal data from you, depending on the nature of the services we are providing.

Arrière-Garde may also need to ask you to provide further personal data, and may need to carry out background checks about you with credit reference agencies and fraud prevention agencies, for credit control purposes and in order to satisfy our obligations under any applicable legislation concerning money laundering, tax evasion, crime prevention and fraud protection. If you do not provide us with the information we need, we will not be able to provide our services for you or the charity/company or other person you represent.

If you are a professional or business contact:

If you provide us (or one of our employees or other personnel) with your professional or business contact details or other relevant personal data, we will use this in order to keep in touch with you and exchange information that we believe is, or may become, relevant to our and your business or profession.

If you enquire about a job or becoming a volunteer:

If you submit a job application or enquire about a potential position with us, or another person does so on your behalf, or with a view to becoming a volunteer with Arrière-Garde, we will ask you to provide relevant personal information about you.

Why and on what basis do we process your personal data?

Enquiries:

When you make an enquiry, Arrière-Garde will process the personal data that you give us, or we collect from you or about you, so that we can supply you with the information that you have requested about our services, on the basis that it is necessary for our legitimate interests in promoting and marketing our services.

We will also process your personal data for internal record keeping and to respond to any queries, complaints, or requests for further information, and for the purposes of archiving. The basis on which we

do so is that it is necessary for our performance of the help we give you (or the charity/company or other person you represent), or is necessary for our legitimate interests in managing our business and improving our services, and to comply with our legal and regulatory obligations. In appropriate circumstances, Arrière-Garde will use the personal data that you provide or that we collect about you on the basis that we are required to do so in order to comply with our regulatory obligations, including those under applicable legislation.

Staying in touch:

We provide a range of services and information for our professional and business contacts, such as news updates and Ad Hoc consultancy. We would like to use the details on our database in order to inform you of these and the various services that we provide, on the basis that it is necessary for our legitimate interests in promoting and marketing our services. If you wish us to use your personal data in this way, please tick the relevant box or click the relevant link on the form or in the email that we send you. All future marketing communications will also contain a simple way to opt out of receiving any further marketing communications from us.

Information we receive from other sources

We may also receive certain personal information about you from third parties. These independent third parties will pass your personal information to Arrière-Garde where you have indicated that you wish to support us and have given your consent.

We might also obtain your personal information through your use of social media such as Facebook, WhatsApp, Twitter, Instagram and LinkedIn, depending on your settings or the privacy policies of these social media and messaging services. To change your settings on these services, please refer to their privacy notices, which will tell you how to do this.

How we use your information

Arrière-Garde uses the personal information collected about you for a number of purposes:

- to provide you updates about our online exhibitions, newsletters, and campaigns.
- to carry out our obligations arising from any liaisons between you and us and to provide you with the information and services that you request from us;
- for fraud or verification checks;
- to tell you about changes to our service;
- to make sure that content from the Site is presented in the most effective manner for you and for your computer;
- to comply with legal and regulatory requirements;
- to administer the Site and for internal operations, including troubleshooting, data analysis, testing, research, statistical and survey purposes;
- to improve the Site to ensure that content is presented in the most effective manner for you and for your computer;
- as part of our efforts to keep the Site safe and secure; and
- so that you can use any interactive features of our service, when you choose to do so;

Who do we share your personal data with?

We will not use your personal data for any other purpose, or disclose it to any third party, without your consent unless we are required to do so by law, or as mentioned in the Policy section on data collection.

Other professionals and other bodies

In order to provide some of our services, Arrière-Garde may use the input of third parties such as lawyers, accountants and financial advisers, or we may refer you to such third parties, with your consent or where this is necessary to help you (or the charity/company or other person you represent). This will require the disclosure to such third parties of your contact details, as well as further personal data about you which is relevant to the services they provide. We may also be required to disclose your personal data to regulators, or where required to do so by order of the court, or to Government departments and local authorities and similar bodies in order to comply with legal obligations.

Data processing and other services

Some of our data processing or other services are supplied by third party providers, who will need to have access to your data for that purpose. Such third party suppliers will be appointed on the basis that they provide sufficient guarantees to implement appropriate technical and organisational measures so that the processing will meet the requirements of the applicable Data Protection legislation and ensure the protection of the rights of the data subjects, and will carry out processing only on our written instructions, or where we have a legitimate interest in doing so, as indicated above.

Arrière-Garde may disclose your personal data if we are required to do so in order to comply with any legal or regulatory obligation or request, or where we have a legitimate interest in doing so, such as in order to enforce or apply our contract with you, to investigate potential breaches, or to protect our property and rights or those of others. This may include exchanging information with other companies and agencies for the purposes of credit risk reduction and to comply with legislation concerning money laundering, tax evasion, crime prevention and fraud protection.

Professional or business contacts

If you have provided us with your professional or business contact details or other relevant personal data, we may share your personal data with our other professional or business contacts, on the basis that it is necessary for our legitimate interests in promoting and marketing our services, unless you indicate otherwise.

How long do we keep personal data for?

If you contact us with an enquiry about our services but you do not subsequently become a client, it is our Policy to delete your personal data after two years. If you are or become a client, we normally retain contract information (including personal data) for a minimum of twelve years after the end of the relevant contract or relationship.

Arrière-Garde may agree with you to retain documents and personal data for a longer period, and in some cases it may be necessary for us to do so, depending on the circumstances of the case, including where it is necessary for us to retain the data for a longer period for regulatory reasons or for the establishment, exercise or defence of legal claims. Personal data relating to our professional contacts

will be retained for so long as is necessary, or until you indicate otherwise to us, but we will aim to update our contacts' preferences on a periodic basis.

Your rights as a data subject

As a data subject, you have certain legal rights (subject to certain exceptions under the Data Protection legislation) including the right:

to access the personal data held about you and request a copy of it;

to ask us not to process your personal data for marketing purposes;

to withdraw at any time any consent you have given to receive marketing material from us, or in any other case where we process your personal data on the basis of a consent that you have given (and not on some other legal basis);

to ask us to rectify inaccurate personal data about you;

to ask for the restriction of personal data about you that is inaccurate, unlawfully processed, or no longer required;

to ask for the transfer of your personal data in a structured, commonly used and machine readable format where appropriate;

to ask for the erasure of personal data about you where processing is no longer necessary, or the legitimate interests we have in processing your personal data are overridden by your interests, rights and freedoms as the data subject; and

to make a complaint to the Information Commissioner's Office, which can be contacted by post via: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or by telephone via 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.

Third-party website interaction

By accessing other third-party websites through our Site, you are consenting to the terms and privacy policies of those third-party websites. We do not accept any responsibility or liability for their policies whatsoever, as we have no control over them. We do not have control over whether third parties track a user's online activities over time and across different websites. We do not have the ability to respond to 'do not track' signals in this regard.

Use of cookies, aggregate data collected online

Cookies are text files created by websites that transfer information to your computer. Cookies allow websites to remember information about a user, such as a user's preferences when visiting the Site. As with most websites, Arrière-Garde's Site, by itself and through third-party services such as Google Analytics, uses cookies to evaluate use of the Site and improve services. You can generally opt to disable cookies in your browser. However, if you disable cookies, you may not be able to access certain parts of the Site, or certain aspects of the Site may not work correctly.

We do not track or collect personally identifiable information about our Site users unless you choose to subscribe for Arrière-Garde updates via e-mail. Our Website does not have the ability to respond to a 'do not track' signal on a user's browser.

Children

This Site is only intended for use by those who have reached age 13 and older. By using our Site, you are affirming that you are at least 13 years old. Arrière-Garde does not knowingly collect Personal Data from children under 13. By signing up for a user account or by using the Site, users certify that they are 13 years of age or older. If you believe that a child under the age of 13 has provided information to the Site, please notify Arrière-Garde at info@arriere-garde.co.uk. We are not liable for any damages that may result from the user's misrepresentation of age.

Changes to this Privacy Policy

We may change this Policy from time to time. In the case of any substantial change, we will notify you (where practicable) by email.

How to Contact Us

If you have any questions, comments or requests about this Privacy Policy, or would like to exercise any of the rights you have, as set out above, please contact us by email at info@arriere-garde.co.uk.

Governing Law and Dispute Resolution

You agree that the use of Arrière-Garde's Site, this Privacy Policy and any dispute shall be governed by and construed in all respects in accordance with the law of England and Wales. The parties agree to submit to the exclusive jurisdiction of the Courts of England and Wales in respect of any dispute which arises out of or under this Privacy Policy and/or is incidental thereto.