

## OuterSpaces | Privacy Statement:

Outer Spaces takes your privacy seriously and this privacy notice sets out how, why and for how long we will use your personal data, as well as who it is shared with. It also explains your legal rights as a data subject and how to exercise them.

### What we need from you:

When you sign up as a member of the Outer Spaces community, we ask you for the following personal information:

- Contact details – name, address, email address and phone number
- Professional details – area of practice, what you're interested in and what you're looking for
- Participation details – other memberships
- Equality information – age, sex, gender, disability, ethnic group and religion

If you do not provide us with all of the personal information that we need this may affect our ability to offer you Outer Spaces community membership.

### Why we need your personal information:

We need to collect personal information so that we can manage your relationship with us. We may use our community members' personal information to:

- Provide you with confirmation of Outer Spaces community membership and renewal.
- Provide you with news and updates about opportunities such as available spaces, residencies, commissions and training events
- Raise awareness of Outer Spaces activities by capturing photos or videos for promotion and development purposes
- Gathering feedback, comments and support needs

### Why we need your personal information – equality monitoring:

We use aggregated and anonymised reports of our community members' personal information for equality monitoring purposes, enabling us to evaluate and promote equality of opportunity.

### Other uses of your personal information:

We may ask you if we can process your personal information for other purposes. Where we do so, we will provide you with an additional privacy notice explaining how we will use your information for these purposes.

### Who we share your personal information with:

We may be required to share personal information with statutory or regulatory authorities to comply with statutory obligations. Such organisations include the Health & Safety Executive, Disclosure Scotland, and Police Scotland for the purposes of safeguarding children. We may also share personal information with professional and legal advisors for the purpose of obtaining advice.

### Third party suppliers with access to members' personal data:

Outer Spaces may use third party suppliers to provide services. These suppliers may process personal data on our behalf as "processors" and are subject to contractual conditions to only process that personal information under our instructions and protect it.

In the event that we share personal information with external third parties, we only share such information strictly required for the specific purposes and take reasonable steps to ensure recipients shall only process the disclosed personal information in accordance with those purposes.

- one.com provide our website
- RBS process payment transactions securely on our behalf
- Mailchimp provide our membership database and distribute some of our email communications. Their servers are based in the US and they uphold the EU Privacy Shield to certify their data security
- Funding bodies and partner organisations

### How we protect your personal information:

Your personal information is accessed by our amin team only for the purposes set out above. It is stored in a password-protected database or emailed via a password-protected spreadsheet.

### How long we keep your personal information:

We only keep your personal information for as long as necessary to provide you with community membership services Unless you ask us not to, we will review and delete your personal information where you have not renewed your community membership with us for one year.

### You have a right to:

- Change your communication preferences or restrict the processing of your personal data for specific purposes
- Request that we correct your personal data if you believe it is inaccurate or incomplete
- Access the personal data that we hold about you through a "subject access request"
- Request that we delete your personal information

You can contact us at [info@outerspaces.org](mailto:info@outerspaces.org)

**If you are dissatisfied, you have a right to raise a complaint with the Information Commissioner's Office at [www.ico.org.uk](http://www.ico.org.uk)**