**Barber Institute Privacy Notice**

The Barber Institute of Fine Arts is part of the University of Birmingham. This document provides information about the University of Birmingham, as the ‘data controller’, uses your personal data in relation to your membership of or contact with the Barber Institute.

It is important that the personal information we hold about you is accurate and current. Please keep your personal information updated during your relationship with us.

**1. What personal data will be processed?**

The data we process will be the personal data you provide us with when you become a Member or customer of the Barber Institute, make a donation to the Barber Institute, complete a visitor survey or sign up to receive our e-newsletters.

This may include:

* your name, title, gender and date of birth;
* postal address, email address and phone number;
* your contact preferences;
* family and spouse/partner details, relationships to other members;
* your interests and activities;
* ticket purchase and event registration / attendance;
* gift information, including Direct Debit bank details where applicable;
* Gift Aid status

On our website: When you use the Barber site, we automatically issue your computer with a small piece of code (a ‘cookie’) that enables the web pages to be displayed correctly, and the information the cookie provides allows us to manage and improve the services on the website – this cookie does not however contain any personally identifying information.

When you view our web pages, as with most other websites, our webservers build logs of activity that contain information about your location in the world and even your computer’s IP address. In addition, on some pages small visible graphics are used to build and enhance this logging system.

**2. What is the purpose of the processing?**

The University will process your personal data for a range of purposes. These include the following:

* To manage your membership of the Barber Association;
* To send you promotional, marketing or fundraising information by post or electronic means. These types of communications can include:
  + Informing you of other products, services or events related to the Barber Institute, University of Birmingham, such as exhibitions, events, or retail offers;
  + News and updates about the Barber Institute of Fine Arts, such as via the triannual ***In the Picture*** newsletter for Barber Association Members and Patrons, and marketing e-newsletters;
  + To generate philanthropic support for the Barber Institute of Fine Arts, including occasional targeted requests to consider giving financial support to the Barber Institute, or to ask you to consider supporting us in other ways, such and fundraising or volunteering;
  + Other relevant communications based upon your relationship with the Barber Institute of Fine Arts;
* To send you surveys;
* For market research purposes;
* In case of emergencies (for active volunteers);
* To provide referee details for volunteers or interns, when necessary;
* To check if we have accurate contact details for you.

You can opt out of receiving any or all of our communications at any point simply by contacting [Info@barber.org.uk](mailto:Info@barber.org.uk);

Electronic tools may be used to monitor the effectiveness of our communications with you, including email tracking, which records when an e-newsletter from us is opened and/or how many links are clicked within the message. The data from this tracking is always used in an aggregated and anonymised form.

**3. What is the legal basis of the processing?**

We process your data for the above purposes either with your consent or because it is necessary:

* For the purpose of the performance of our agreement with you relating to your membership of the Barber Association;
* To enable the University to comply with its legal obligations, for example for compliance with money laundering rules and Gift Aid requirements;
* For the pursuit of our legitimate interests in fundraising in support of the University’s charitable mission, and maintaining a strong relationship with our supporters;
* For the University’s legitimate business interests (for example, to manage and develop its business);
* Very occasionally, when it is needed to protect you or another person’s vital interests and you are not capable of giving your consent (for example, in an emergency).

**3. Who will your personal data be shared with?**

Within the University, your data is shared only with those University staff and departments who need access for the purpose of delivering our services and managing our facilities.

Within the University, we also share membership information which is held on our database with the University’s Development and Alumni Relations team (DARO) which also has responsibility for managing fundraising on behalf of the University. You can find out how DARO uses personal data here: <https://www.birmingham.ac.uk/privacy/alumni.aspx>.

Your personal data is shared as is necessary, on a considered and confidential basis, with external organisations which assist us in providing our services. These organisations act on our behalf in accordance with our instructions and do not process your data for any purpose over and above what we have asked them to do. They will not contact you directly or send you any marketing materials. We make sure we have appropriate contracts in place with them. Sometimes your personal data is processed by these organisations outside the European Economic Area (e.g. because they use a cloud-based system with servers based outside the EEA), and if so, we make sure that appropriate safeguards are in place to ensure the confidentiality and security of your personal data.

We do not sell personal data to any third parties or external organisations for marketing or any other purposes.

Except as we have explained above, we will not normally publish or disclose any personal data about you to other external enquirers or organisations unless you have asked us to do or have consented to it, or unless it is in your vital interests to do so (e.g. in an emergency situation).

**4. How long is my personal data kept?**

We will retain most of your data indefinitely in support of your relationship with the Barber Institute or until there is no longer a legal basis for holding it or you object to the use of your data for direct marketing purposes.

Gift Aid Data: In order to meet HMRC requirements, we will store any gift aid declarations for admissions, memberships and donations made to The Barber Institute of Fine Arts, University of Birmingham for a period of 7 years. We will ensure they are kept securely in a secure location. After 7 years all paper records are securely destroyed.

Memberships: All hard copy membership forms are also kept for 7 years securely, after which, they are securely destroyed.

Volunteer Data: Paper application forms for volunteers are stored securely for 1 year, after which they are securely destroyed. We collate and retain information about the activities of our volunteers, including the number of hours they contribute, which we retain for two years.

**5. Your rights in relation to your personal data?**

Details about your rights are set out on the website page ‘Data Protection – How the University Uses Your Data’ (<https://www.birmingham.ac.uk/privacy/index.aspx)>.

This also explains how to ask any questions you may have about how your personal data is used, exercise any of your rights or complain about the way your data is being handled.

If you change your mind about receiving information from us, you can opt out of receiving any or all of our communications at any point simply by contacting [Info@barber.org.uk](mailto:Info@barber.org.uk)

**6. Are changes made to this webpage?**

This webpage is effective from 25th May 2018. It is reviewed when necessary and at least annually. Any changes will be published here and you will be notified by email or as appropriate.