



FSAS Privacy Notice

Fire Station Artists' Studios (FSAS) is committed to protecting and respecting your privacy. This notice covers how we will use personal information that is collected when you use our website.

What type of information do we collect?

Our website does not store or capture any personal information when someone visits it and is not registered. The system will log your IP address along with other information provided by your browser. This may include the name and version of the browser you are using, your operating system and any website address that referred you to our website. This information will only be used for producing anonymous website statistics and will be used to help us with the delivery of the services on the website.

However the system will record personal information if you provide information and contact details by filling in our contact form. We also provide a link to Mail chimp where you can subscribe to our newsletter.

Use of cookies

When you visit our website pages, a small text file called a 'cookie', is downloaded onto your computer. This is called a session cookie. This will only remain on your computer until you close your browser. This cookie is not used to identify you personally in any way. We will use this type of cookie to collect aggregated website statistics that allow us to understand how visitors use the site. All of the information collected will be anonymous and only used to help us improve the website and report to funders on usage.

A persistent cookie will be downloaded when you first visit the site. These remain in your browsers cookie store between sessions. This type of cookie will allow us to identify repeat visitors to the site.

You may opt to view the site without cookies by adjusting your browser's settings. You should be aware that if you do disable cookies some functions of the site may no longer work correctly.

What we will do with your information

Any information that is collected by FSAS from this website will only be used for monitoring purposes unless you have given us consent to contact you, by filling in our contact form or registering to our newsletter on Mail Chimp. Our newsletter always includes an **Unsubscribe** button should you want to cease receiving it.

We do not sell, trade, or otherwise transfer your personally identifiable information to outside parties.

We will ensure that all personal information supplied is held securely, in accordance with the complies with the requirements of the relevant Irish legislation, namely the General Data Protection Regulation (GDPR) 2018, the Irish Data Protection Act (1988), and the Irish Data Protection (Amendment) Act (2003). The data controller is Fire Station Artists' Studios. If you have any queries regarding this please contact our office.

Your rights

From May 2018 you have enhanced rights over how your personal data is held, processed and stored, and Fire Station Artists' Studios is committed to upholding and meeting these. They include the requirements that data be:

- Processed lawfully, fairly and in a transparent manner
- Collected for specified, explicit and legitimate purposes
- Adequate, relevant and limited to what is necessary
- Accurate and, where necessary, kept up-to-date
- Retained only for as long as necessary
- Processed in an appropriate manner to maintain security.

Access to information

Any formal, written for a copy of your personal data will be referred, as soon as possible, to our Data Protection Officer, and will be processed as soon as possible.

It is intended that by complying with these guidelines, Fire Station Artists' Studios will adhere to best practice regarding the applicable Data Protection legislation

Changes to our privacy policy

Any changes we may make to our privacy policy in the future will be posted on this page and, where appropriate, notified to you by email.

The information on this page was last updated on Tuesday 25th June 2019.