

PRIVACY POLICY

Ingleby Gallery values the privacy of all those with whom we do business, whether as clients, suppliers or artists.

This privacy policy explains how Ingleby uses and protects any information that you give us when you engage with our services.

Your personal information is held securely and only processed, transmitted or shared with your consent in accordance with UK and EU Law, including the Data Protection Act 1998, the Privacy and Electronic Communications (ED Directive) Regulations 2003 and the General Data Protection Regulation 2018.

You can unsubscribe from our mailing lists at any time either by following the unsubscribe link on our email mailings or by requesting to be removed from our database either in person, by telephone or by email.

This privacy policy was last updated on 24th May 2018.

ABOUT US

In this policy any reference to "us", "we" or "our" refers to Ingleby Gallery Limited.

Ingleby Gallery Limited can be contacted via the website contact on our website, via email at info@inglebygallery.com, by phone at +44 131 556 4441, or by post at 33 Barony Street, Edinburgh EH3 6NX.

You can directly manage your mailing list subscription preferences, or unsubscribe from the mailing list, by visiting the links in our mailing list emails.

Any changes to our privacy policy will be notified to subscribers to our mailing list as and when they are published.

OUR PRIVACY PROMISE

Ingleby Gallery Limited promises to use your data ethically and to allow you access to update it, restrict its use, or request its deletion.

WHAT TYPE OF DATA DO WE COLLECT ABOUT YOU?

You may provide us with personal data (such as name and contact information, including email address or telephone number) when:

you correspond with us by phone, e-mail or in person.

you complete a request form on our website.

- you express interest in an exhibition event or an art fair.
- you attend an exhibition event run by, or an art fair attended by us.
- you contact the gallery through art e-commerce sites including, but not limited to, Artnet and Artsy.
- you purchase an artwork or other goods from us.
- you supply us with goods and services.

You may provide us with additional financial and/or credit card information if it is needed to sell artworks or other goods to you or help manage the services we provide to you, or, in the case of artists and suppliers, in order for us to make payments to you.

We may automatically collect technical information about you, such as the internet protocol (IP) address used to connect you to the internet, your login information, browser type and version, time zone setting, browser plug-in types and versions, plus your operating system and platform.

You may also provide us with personal data about your visit that our website products and services collect, including the full Uniform Resource Locators (URL) clickstream to, through and from our website or other service, including date and time. We may also collect information about the artworks and services you viewed or searched for, including analytics about your browser such as page response times, download errors, length of visits to certain pages.

HOW DO WE USE YOUR PERSONAL DATA?

We use the personal data that we hold:

- to provide you with information about our artworks, services and events.
- to carry out our obligations arising from any agreements entered into between yourself and us.
- to comply with any legal and/or regulatory obligations.
- for the purpose of security or to check your identity.
- we may also use the personal data held about you to provide marketing information about other artworks, services and/or events that we offer of a nature similar to those that you have already purchased and/or enquired about.

WHEN DO WE SHARE INFORMATION WITH OTHERS?

We will not share your personal data with anyone unless you ask us to. Only with your authority will we share data with selected third parties including suppliers, service providers and subcontractors for the performance of any agreement we enter into with you.

HOW AND WHERE DO WE STORE YOUR PERSONAL DATA?

We store your personal data on the systems and services we use to help collect and manage the data we process. Our website and other services use encryption to protect your personal data. Any physical copies of paperwork which may include your data is held under lock and key. We will take all steps reasonably necessary to ensure your data is treated securely and in accordance with this privacy policy.

The data that we collect from you may be transferred to, and stored at, a destination outside the European Economic Area ("EEA"). It may also be processed by staff operating outside the EEA who work for us or for one of our suppliers. In all instances we will make adequate operational and technological provision to ensure that your data is held securely.

FOR HOW LONG DO WE KEEP YOUR PERSONAL DATA?

We will keep your personal data for as long as required for the purposes set out above or as required to comply with any legal obligations to which we are subject.

Where we are permitted to send you direct marketing communications we may retain your personal data for as long as you do not unsubscribe from receiving such communications.

WHAT ARE YOUR RIGHTS?

The EU General Data Protection Regulation (GDPR) gives you the right to access, amend or revoke any consent that you have provided regarding the storing or use of your personal data. At any time you have the right to unsubscribe or to ask us not to process your personal data for marketing purposes.

COMPLAINTS

Questions, comments and requests regarding this notice are welcomed and should be addressed to info@inglebygallery.com. If you have any concerns about our use of your data, you also have the right (as a UK resident) to complain to the Information Commissioner's Office, which regulates and supervises the use of personal data in the UK.

HOW WE USE COOKIES

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site.

We use traffic log cookies to identify which pages are being used. This helps us analyse data about web page traffic and improve our website in order to tailor it to customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system.

A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.