**Articulate Cultural Trust**

**Privacy Policy**

We are committed to protecting your personal information and being transparent about what information we hold. Articulate (Articulate Cultural Trust) is a charity and our registration number is SCO47054.

We obtain information about you when you book events, workshops or courses with us, sign up for e-newsletters, purchase merchandise, donate money or volunteer.

The personal information we collect may include your full name and title, date of birth, your postal address, e-mail address and phone number, parent/guardian/carer name and telephone number, permission to photograph, dietary requirements. Sensitive personal information we collect may include: gender, ethnicity, disability, medical information.

We might also collect information about event attendance, purchases, payment details, Gift Aid status and any other information provided by yourself at our request. We will not keep any information unnecessarily. If we do not need to keep information (such as payment details) they will be destroyed. If you sign up for projects, we may ask for details of your level of experience and where you come from. As an organisation who works with young people in Scotland we need to ensure that we work across the whole country. We use this information statistically and do not store it.

When we ask you to provide your personal information we will let you know why we are asking and how we will use your data. We may share sensitive personal information such as medical conditions and access requirements with travel operators or accommodation services in the interests of your wellbeing. This is only done with explicit consent. Depending on your relationship with us, we might send you marketing or fundraising information by post, telephone or electronic means. These types of communications can include:

– informing you of workshops, courses, services or projects we run that you might be interested in;

– news and updates about Articulate in e-newsletters;

– information about our fundraising;

– surveys and evaluation questionnaires;

– other relevant communications based on your relationship with us.

We understand that your personal information and privacy are important to you. We make every effort to ensure that the information you share with us is recorded accurately, retained securely and used only according to your wishes. We protect your personal information and adhere to all current data protection act legislation with respect to protecting privacy. We comply with the General Data Protection Regulations (GDPR) and regularly update our policies and practices. We will not contact you for marketing purposes by e-mail, phone or text message unless you have given your prior consent. We do not give, sell or trade this data with third parties. The information you provide will be used primarily to keep you informed about the activities of Articulate. If at any time you no longer wish to receive communication from us, simply e-mail - hello@articulatehub.com

You have the right to ask for a copy of the information we hold about you and you can also tell us if you want to stop receiving information from us and we will remove your personal data from our systems.