Lee Green Open Studios Privacy Notice updated April 2026

Our contact details

Lee Green Open Studios is the controller of the personal information we collect and process, our email address is leegreenopenstudios18@gmail.com.

As of April 2025 we have enrolled with Mailchimp to process emails and subscriptions.

Your personal data

We value your privacy and will never pass on your personal details to any third party unless legally required to do so and will take all reasonable steps to ensure that your personal data is processed securely.

What type of information is collected from you?

Most of the information we collect is provided directly to us by you for one of the following reasons:

- You are making an application to take part in Lee Green Open Studios
- You are contacting us as a volunteer, supplier or sponsor to take part in the general running and operation of Lee Green Open Studios business and events
- You wish to attend an event
- You have requested to join our mailing list
- You contact us by any means including sending a message through our website, email, telephone or in person
- You have completed a survey about Lee Green Open Studios

We may also use cookies and cookie like software to collect information that tells us how you use our website, including but not limited to, traffic data, location data and other communication data that may assist us in understanding how visitors use the website. This may also include the resources that you access and information about where you are on the internet including the domain type and URL that you came from. This information is collected and used for our internal research purposes and to improve our customer service.

How we use the information

If you sign up to our mailing list then we will make a record of the personal information you have provided to us, including any name, email address, telephone number and/or postal address that you have provided and periodically send you news and information relating to Lee Green Open Studios and the artists who are taking or have taken part in any of its events as well as the running and operation of Lee Green Open Studios and its events.

If you are making an application to participate in Lee Green Open Studios we will use the personal information provided by you to us in relation to your application including your name, contact details, details of your trading/ business name/ pen name, mediums or genres of your work, images you upload of your artwork, premises or services, social media, website links and confirmation of payment of application fees. We will use this information to:

- maintain our records of applications and participants and any communications with applicants or participants
- communicate with you in relation to your application and/or participation in Lee Green Open Studios and the operation of any events
- include on social media and prepare marketing and promotional materials relating to Lee Green Open Studios and any of its events
- include your name, contact details, website and any images provided on the Lee Green Open Studios website in relation to a current event or as a former participant unless you request that your details are removed
- periodically send you news and information relating to Lee Green Open Studios and the artists who are taking or have taken part in any of its events as well as the running and operating of the business of Lee Green Open Studios and its events.

If you have supplied any personal information to us as a supplier or sponsor or in relation to becoming a supplier or sponsor of Lee Green Open Studios, we will keep a record of such communications and utilise this information in relation to your role as a supplier or sponsor but will not add you to any mailing lists unless your consent to do so has been obtained.

If you contact us for any other reason or respond to a survey we will keep a record of your communication and only use the information supplied in relation to the enquiry or survey and not add you to any mailing list unless your consent to do so has been obtained.

How long do we retain your information?

We review our retention periods for personal information on a regular basis. We will hold your personal information on our systems for as long as is necessary for the relevant activity, or as long as is set out in any relevant contract you hold with us.

How do you opt out of the Mailing List?

You have a choice whether or not you wish to be included in our mailing list. We will not make contact with you unless you have consented to us doing so. If you no longer want to receive direct marketing and general information concerning Lee Green Open Studios or the artists involved then you can

unsubscribe by emailing us with the word ‘UNSUBSCRIBE’ as the email subject. In addition, any emails from Mailchimp have an “unsubscribe” link at the bottom, where you can come off the mailing list automatically.

Your Rights

Under data protection law you have certain rights including the following:

- You may request copies of the personal information that we have collected at any time
- You also have the right to request we rectify any inaccurate or incomplete information. We would be very grateful if you could update us of any changes in email address, website or any other information we hold so that we may ensure that all information is accurate and up to date
- You also have the right to ask us to erase your personal information in certain circumstances

For more information on these rights and any other rights you may have under data protection law please go to the Information Commissioner’s Office website: https://ico.org.uk/your-data-matters/ .

Links to other websites

Our website may contain links to other websites run by other organisations or individual artists. This privacy policy applies only to our website, so we encourage you to read the privacy statements on the other websites you visit. We cannot be responsible for the privacy policies and practices of other sites even if you access them using links from our website.

In addition, if you were referred to our website from a third-party site, we cannot be responsible for the privacy policies and practices of the owners and operators of that third-party site and recommend that you check the policy of that third party site.

We use facebook, and instagram for promotional purposes so please refer to their privacy notices for more information.

Our website is built using a template from Weebly. For more information on how they use your information please see their privacy notice at www.weebly.com .

Our application system is run using Cognito forms. For more information on how they use your information please see their privacy notice at www.cognitoforms.com .

Complaints

If you have any complaints relating to our processing of your personal information please contact us at leegreenopenstudios18@gmail.com . You may also raise complaints with the Information Commissioner who is the statutory regulator.
2025