

# **Curious Seed Privacy Policy**

At Curious Seed, we are committed to maintaining the trust and confidence of the visitors to our website and those who work with us. Our privacy policy provides information on how we treat data that we collect from visitors to our website and those who work with us.

#### **Visitors to our Website**

When someone visits <u>www.curious-seed.com</u> we use a third party service, Google Analytics, a web analytics service provided by Google, Inc. to collect standard internet log information and details of visitor behaviour patterns. This information is only processed in a way which does not identify anyone.

We do this for the following:

- to find out the number of visitors to the various parts of the site
- to compile reports for our stakeholders (e.g. Creative Scotland)
- to help us improve the website to ensure that content is presented in the most effective manner for you and for your device
- as part of our commitment to keep our website safe and secure

In the future, we intend to develop a newsletter subscription list, but we will be up front about this and will update this policy to explain how we will collect and store your personal information in this context and what we intend to do with it.

### **Cookies**

Cookies are small text files placed on your computer to store data used by the websites that you visit. They are used to make websites work more effectively and to provide certain information to the site owners. To find out more about cookies and how to manage or delete them visit: <a href="https://www.aboutcookies.org">www.aboutcookies.org</a>.

We do not collect any personal information via the cookies on our website, we only use Google Analytics as explained above. The cookies collect information in an anonymous form, including the number of visitors to the site, where visitors have come to the site from and the pages they visited.

#### Freelance Artists & Professionals

For the purposes of administration, it is necessary for us to hold certain personal data about the freelance artists and creative professionals we contract with. Any personal information we hold about the artists and professionals we work with will only be held for so long as the individual works for us, unless we are required to hold this information for longer in order to comply with the law (e.g. to comply with Disclosure Scotland).

## Storage & Security

We only hold personal information on file for as long as is necessary for the relevant activity. You are entitled to access, amend or delete information we hold about you at any time by emailing us at <a href="mailto:producer@curious-seed.co.uk">producer@curious-seed.co.uk</a>.

We take every care to ensure personal information is accurate, up to date and is held securely and in confidence. We will never sell on your details to a third party organisation. Our future newsletter subscriptions will be processed by <a href="Mailchimp">Mailchimp</a> which is GDPR compliant. Under certain circumstances we may be required to disclose your Personal Information in response to valid requests by public authorities such as the Police or security services.