# Privacy Policy – updated November 26, 2021

The Colborne Art Gallery, https://www.thecolborneartgallery.ca/ is governed by the following privacy policy.

We respect your privacy and are committed to protecting it. The purpose of this Privacy Policy is to inform you what personally identifiable information we may collect and how it may be used. This statement only applies to this Website.

## WHAT INFORMATION DO WE COLLECT AND HOW IS IT USED?

#### **WEBFORMS:**

**Information You Voluntarily Submit to the Website**: We may collect personal information from you such as your name or email address. For example, you may voluntarily submit information to the Website by leaving a comment, subscribing to a newsletter, or submitting a contact form.

THE COLBORNE ART GALLERY.CA uses contact forms on this site. These forms require users to give contact information such as (Name, email address, phone number and user submissions of artwork and descriptions). Contact information from the registration form is used only to send material relating to the [event/course/purpose] for which it was collected and will not be sold to another party.

**Automatically-Collected Information**: We automatically collect certain information about you and the device with which you access the Website. For example, when you use the Website, we will log your IP address, operating system type, browser type, referring website, pages you viewed, and the dates/times when you accessed the Website. We may also collect information about actions you take when using the Website, such as links clicked. This is part of the website's broad analytics collection. We access this information through our website host.

**Cookies**: We may log information using cookies, which are small data files stored on your browser by the Website. We may use both session cookies, which expire when you close your browser, and persistent cookies, which stay on your browser until deleted, to provide you with a more personalized experience on the Website.

## **HOW YOUR INFORMATION MAY BE USED**

We may use the information collected in the following ways:

- To operate and maintain the Website;
- To send you promotional information if you have so requested, such as newsletter or art show announcements signup. Each email promotion will provide information on how to opt-out of future mailings;
- To send you administrative communications, such as administrative emails, confirmation emails, technical notices, updates on policies, or security alerts;
- To respond to your comments or inquiries;
- To provide you with user support;
- To protect, investigate, and deter against unauthorized or illegal activity.

## THIRD-PARTY USE OF PERSONAL INFORMATION

We may share information with third parties when you explicitly authorize us to share your information. Example: Juried Show entries to the Show Juror. As Newspaper, Newsletter, or Online sharing in recognition of participation/award recipient.

Additionally, the Website may use third-party service providers to service various aspects of the Website. Each third-party service provider's use of your personal information is dictated by their respective privacy policies.

The Website currently uses the following third-party service providers: Mail Poet for sending News Blasts to you if you have joined to receive news from

The Colborne Art Gallery.

PayPal is the secure payment gateway used for any purchases associated with goods and services provided by The Colborne Art Gallery. All payment transactions are handled by PayPal. Our website does not keep financial/personal information on our website for purchase transactions.

At this time, your personal information is not shared with any other third-party applications. This list may be amended from time to time in the Website's sole discretion.

Except when required by law, we will not sell, distribute, or reveal your email addresses or other personal information without your consent.

Thank you. For any questions regarding this Privacy Policy please contact the Colborne Art Gallery at information@thecolborneartgallery.ca