

## THOMAS FINE ART PRIVACY POLICY

1. Information that we may collect and process about you o Information provided by you when making a purchase from us at one of our partner galleries, o Information you provide when enquiring or subscribing through our website. This information for example could be; name, address, postcode, telephone number(s), email address and the names of artists or subjects you have purchased or expressed an interest in o No financial sensitive information will be kept or stored on our database o We may keep a record of your details if you contact us.

2. Where we store your personal data o All information provided by you is stored on our secure servers.

3. Uses of information o With your consent; provide you with information, products or services that you request from us or which we feel may interest you o Notify you of changes of our services or company o Analyse information about our users to identify their potential preferences o Due to our legitimate business interest we will keep your details for as long as is necessary to provide the relevant services o Maintain business records to satisfy tax, legal and other regulatory requirements, and protect and defend against potential legal claims.

4. Information disclosure o At times we may need to disclose your personal information to persons in our company. This can be subsidiaries or other suppliers if involved in our business o We may disclose your personal information to suppliers who require your information to complete work for the company (for example to carrier companies). They will not use your data for any other purpose and we will ensure these companies have a relevant privacy policy in place o We will not disclose your personal data to any third party outside of the company for the purpose of direct marketing but we may, with your consent, provide you with information about goods/services at Thomas Fine Art which we feel may be of interest to you.

5. Your rights o Within the GDPR you have the following rights over your personal data that we hold:

- ☐ The right to be informed of the data we hold about you.
- ☐ The right to access information held about you free of charge. If you would like access to your personal information please contact the Thomas Fine Art Data Officer, details at the end of this policy.
- ☐ The right to rectify information held about you.
- ☐ The right to ask Thomas Fine Art to delete personal data held about you. To request deletion of personal data, please contact the Data Officer, details at the end of this policy. We will respond to your request for deletion one month from when the request is received.
- ☐ The right to move your personal data from Thomas Fine Art database/files to another location/company.

o Our website may contain links to/from our partners and affiliates' websites. If you follow a link to their sites, please note that these sites have their own privacy policy and that we do not accept any responsibility or liability for their policies. Please check these policies before you submit any personal data to these sites.

6. Data breaches o We will report all data breaches to the ICO within 72 hours of becoming aware of the breach, where feasible. If required we will also inform the individual(s) without undue delay. A record will be kept of all data breaches.

7. IP Addresses and Cookies o See Cookie Policy

8. Contacting us o Questions about this policy can be addressed to our Data Officer, Carol Thomas, on Email: [info@thomasfineart.net](mailto:info@thomasfineart.net) for the attention of Carol Thomas.