

## Simon Tozer Privacy Policy

### Who I am

Simon Tozer is just me - one person making pictures and teaching printmaking from his studio. I am not in the business of selling, renting or trading your information to anyone for marketing or any other purpose. Please be assured that I will always treat your information with respect and will never pass your details to anyone else. This Privacy Policy describes what information I collect, how I keep it secure and what you can expect to receive from me.

### The General Data Protection Regulation

The General Data Protection Regulation (GDPR) came into effect on May 25th 2018, created to give protection to individuals personal details and information from misuse, to provide transparency, and to ensure that stored information is kept in a secure manner. Just as the collection of personal information from the internet is increasingly detailed and sophisticated, the regulations are detailed and complex. I have produced this privacy policy in accordance with official advice, and believe it to be comprehensive.

As a small business my Privacy Policy focuses on four areas, visitors to my website and online stores, a mailing list database, a postal mail database, and a database of previous and future workshop participants.

### Mailing list database

I only ever send email newsletters to people who have signed up for this service. This might be via my website, through signing up at sales events such as art fairs, or through verbal requests, and have re-confirmed their desire to receive mail outs from me as of May 2018. This database is maintained as a list on the Mailchimp application, and in addition to name and email, it may sometimes include additional information such as a postal address or approximate location in the UK, and records of artwork purchases from me. I will not pass any of this information to any third parties.

### Postal mail database

This database is used for posting flyers and invitations for art fairs and exhibitions that I am involved in. This database is maintained as a list on the Mailchimp application, and in addition to name and postal address, it may include additional information such as an email address, date of subscription, and records of artwork purchases from me. I will not pass any of this information to any third parties.

### Workshop participants.

This database is maintained as a spreadsheet on Google Drive, and includes both future and previous participants, and purchasers of workshop gift vouchers. It includes Names and emails, and may include a phone number and notes relating to workshop participants previous printmaking experience or intentions for a class. Again, I will never pass this information to any

third parties. Participants information on the database will be deleted 24 months after the course date that they have attended.

#### Website visitors

I do not make use of visitor browsing information from people visiting my websites beyond general statistics such as visitor numbers and approximate UK and global visitor location. This is done using a third party service, and I make no attempt to identify individual users. I have not knowingly added cookies to my websites, however the webhosts that my specific sites use may have cookies embedded in their sites which collect browser information. These include Wordpress.com, Wix.com, Google, Stat Counter, and Mailchimp, and potentially some social media providers that link to my website. For more information on this please refer to the individual Privacy Policies of these various others. E-commerce stores that I use, including Artfinder and Big Cartel will additionally collect personal information when a transaction is made such as name, email, phone number and address. This information will be used only as needed for the transaction.

#### Unsubscribing

You can unsubscribe from my e-newsletter and from any database that I hold at any time, by emailing me requesting your email address be removed at [simontozer@gmail.com](mailto:simontozer@gmail.com). For data held by e-commerce stores I sell through such as Artfinder or Big Cartel, please refer to their Terms and Conditions.

#### Changes and updates to this Privacy Notice

I may review and update this privacy notice update it from time to time, and am not under obligation to email you every time it is updated. It will always be accessible in the footer of my website [www.simontozer.co.uk](http://www.simontozer.co.uk). This privacy notice was last updated on 21st May 2018.