

**DATA CONTROLLER CONTACT DETAILS****Sarah Hardy, Curator - Manager of the De Morgan Foundation****Curator's House, Watts Gallery Artists Village, Down Lane, Compton, Guildford, Surrey GU3 1DQ Tel: 01483 600 823 Email: [info@demorgan.org.uk](mailto:info@demorgan.org.uk)**Privacy Notice & Cookies Policy

The De Morgan Foundation is committed to maintaining the trust and confidence of our visitors to our web site, subscribers to our newsletter, Friends and Supporters (those attending events or visiting) and customers in our online shop, including those who pay for Friends' Scheme membership or donate to us in this way. Here you'll find information on how we treat data that we collect from visitors to our website, or when someone subscribes to our newsletter, or if you make a purchase online.

Visitors to our Website

When someone visits [www.demorgan.org.uk](http://www.demorgan.org.uk) we use a third-party service, Google Analytics, to collect standard internet log information and details of visitor behaviour patterns. We do this to find out things such as the number of visitors to the various parts of the site. This information is only processed in a way which does not identify anyone. We do not make, and do not allow Google to make, any attempt to find out the identities of those visiting our website. You can find more information on how cookies are used on this website in the Cookies Policy below.

If we do want to collect personally identifiable information through our website, we will be up front about this. We will make it clear when we collect personal information and will explain what we intend to do with it.

Newsletter Sign Up

As part of the registration process for our monthly newsletter, we collect personal information. We use that information to contact you with our news, information about our activities, including events and loans and to let you know about new offers in our online shop. We don't rent or trade email lists with other organisations and businesses.

We use a third-party provider, Mail Chimp, to deliver our newsletter. We gather statistics around email opening and clicks using industry standard technologies to help us monitor and improve our e-newsletter. For more information, please see [Mail Chimp's privacy notice](#).

You can unsubscribe to general mailings at any time of the day or night by clicking the unsubscribe link at the bottom of any of our emails or by emailing [Curator – Manager Sarah Hardy](#).

Friends' Scheme

When you sign up to our Friends' Scheme, we will take and store your name, address, email address and telephone number so that we can send you your membership card and contact you with our news, information about our activities, including events and loans and to let you know about new offers in our online shop. We will use your name and email address to add you to our monthly newsletter mailing list which is delivered through the third-party provider Mail Chimp (see Newsletter Sign Up above for further information). We don't rent or trade email lists with other organisations and businesses.

Supporters

The De Morgan Foundation advertises its events through Facebook, on our Newsletter and through the third-party events organising website, Event Brite.

Facebook

You are welcome to click 'attending' on these events on our Facebook page, but we do not add any data from this social media platform to any of our records. You must also email us or sign up through Event Brite in order to sign up for our events. See below on how we use your personal data from these providers.

Our Newsletter

By clicking the RSVP button in our newsletter where we advertise events, you will be directed to email us.

Event Brite

When you sign up to our events through Event Brite, your name, address data, email and contact number will be stored in their system. Event Brite's privacy notice can be viewed [here](#).

We collect your name and email address when you sign up to events with either email or through Event Brite so that we may contact you if there are changes or cancellations for the events that you have signed up for, and to keep a register of attendees and to analyse attendance in order to improve our future offers. We may pass these lists to others if they are jointly organised events or being held at a venue where a cancellation might be out of our control. For example, if you are attending an event at our partner site, Watts Gallery – Artists' Village, we may pass them your details so they know to expect you and can contact you if the event has to be cancelled.

#### Online Shop

When you make a purchase in the De Morgan Foundation's online shop, including making a donation or joining our Friends' Scheme, your name, address data, email and contact number will be stored in our payment provider service, PayPal. PayPal's privacy notice can be read [here](#). We do not export any information from PayPal unless you have bought Friends' Scheme Membership, in which case we use your contact details (name, address, email address and telephone number) to send you information about the scheme and add you to our mailing list, which you can opt out of receiving at any time. You may, of course, contact [Curator – Manager Sarah Hardy](#) if you would prefer a purchase from the shop by sending a cheque directly to us. Please be assured that we do not share your personal details with any other company without your consent.

#### Links to Other Web Sites

This privacy notice does not cover the links within this site linking to other websites. Those sites are not governed by this Privacy Policy, and if you have questions about how a site uses your information, you'll need to check that site's privacy statement.

#### Access to Your Personal Information

You are entitled to access the personal information that we hold and can do by emailing [Curator – Manager Sarah Hardy](#).

#### Breach

In the event of a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data, the Foundation shall promptly assess the risk to people's rights and freedoms and if appropriate report this breach to the ICO ([more information on the ICO website](#)).

#### Changes to this Privacy Notice

We keep our privacy notice under regular review. This privacy notice was last updated on 19 June 2018.

#### Cookies Policy

We use a system of classifying the different types of cookies which we use on the Website, or which may be used by third parties through our websites. The classification was developed by the [International Chamber of Commerce UK](#) and explains more about which cookies we use, why we use them, and the functionality you will lose if you decide you don't want to have them on your device.

#### What is a cookie?

Cookies are text files containing small amounts of information which are downloaded to your personal computer, mobile or other device when you visit a website. Cookies are then sent back to the originating website on each subsequent visit, or to another website that recognises that cookie. Cookies are useful because they allow a website to recognise a user's device.

#### How long are cookies stored for?

Persistent cookies - these cookies remain on a user's device for the period of time specified in the cookie. They are activated each time that the user visits the website that created that particular cookie.

Session cookies - these cookies allow website operators to link the actions of a user during a browser session. A browser session starts when a user opens the browser window and finishes when they close the browser window. Session cookies are created temporarily. Once you close the browser, all session cookies are deleted.

Cookies do lots of different jobs, like letting you navigate between pages efficiently, remembering your preferences, and generally improve the user experience.

You can find more information about cookies at <http://www.allaboutcookies.org/> and <http://www.youronlinechoices.eu/>.

#### Cookies used on the Website

A list of all the cookies used on the Website by category is set out below.

##### Strictly necessary cookies

These cookies enable services you have specifically asked for. These cookies are essential in order to enable you to move around the Website and use its features, such as accessing secure areas of the Website.

##### Performance cookies

These cookies collect anonymous information on the pages visited. By using the Website, you agree that we can place these types of cookies on your device.

These cookies collect information about how visitors use the Website, for instance which pages visitors go to most often, and if they get error messages from web pages. These cookies don't collect information that identifies a visitor. All information these cookies collect is aggregated and therefore anonymous. It is only used to improve how the Website works.

##### Functionality cookies

These cookies remember choices you make to improve your experience. By using the Website, you agree that we can place these types of cookies on your device.

These cookies allow the Website to remember choices you make (such as your user name, language or the region you are in) and provide enhanced, more personal features. These cookies can also be used to remember changes you have made to text size, fonts and other parts of web pages that you can customise. They may also be used to provide services you have asked for such as watching a video or commenting on a blog. The information these cookies collect may be anonymised and they cannot track your browsing activity on other websites.

##### Third party cookies

These cookies allow third parties to track the success of their application or customise the application for you. Because of how cookies work we cannot access these cookies, nor can the third parties access the data in cookies used on our site.

For example, if you choose to 'share' content through Twitter or other social networks you might be sent cookies from these websites. We don't control the setting of these cookies, so please check those websites for more information about their cookies and how to manage them.