

SAINSBURY INSTITUTE FOR THE STUDY OF JAPANESE ARTS AND CULTURES

-PRIVACY POLICY-

OUR DATA PROMISE

The Sainsbury Institute for the Study of Japanese Arts and Cultures (SISJAC) is committed to protecting your privacy and data. We will use the information that we collect about you in accordance with the General Data Protection Regulation 2018 and the Privacy and Electronic Communications Regulations 2003.

WHO WE ARE



THE SAINSBURY INSTITUTE FOR THE STUDY OF JAPANESE ARTS AND CULTURES

Charity Registration number 1073416

The Sainsbury Institute is an independent education charity, formally affiliated with the University of East Anglia, UK.

Both the Institute and the University aim to be clear when we collect your data and not do anything you wouldn't reasonably expect. This privacy policy sets out the ways in which we use your data and how you can hold us accountable for that. For further information

see <https://portal.uea.ac.uk/information-services/strategy-planning-and-compliance/regulations-and-policies/information-regulations-and-policies/data-protection/further-information>

WHAT INFORMATION DO WE HOLD ABOUT YOU?

You give us your information in a number of ways, such as by communicating with us, by signing up for one of our lectures or workshops, by making a donation or by applying for a job with us (for further details on information held about staff and applicants, please see the UEA Staff Privacy Notice at <https://portal.uea.ac.uk/information-services/strategy-planning-and-compliance/regulations-and-policies/information-regulations-and-policies/data-protection/data-protection-act-information>. We also keep your details when you sign up to receive emails from us.

The information we hold about you may include:

- Your name
- Postal address
- Telephone number
- Email address
- Gift Aid declaration
- Your preferences for how we communicate with you about our activities
- Information that is available publicly
- Records of enquiries or complaints
- Records of event attendance
- Dietary Requirements for Event Catering
- Your personal feedback on lectures and events

We may record any health or disability data that you have given us, to ensure accessibility to our events.

We keep a record of the emails we send you, and we may track whether you receive or open them so we can make sure we are sending you the most relevant information.

HOW DO WE USE YOUR DATA?

Information is used to inform you of events or activities that we think may be of interest to you.

The Sainsbury Institute will use the information you provide to be in touch with you and to provide updates and events information. Wherever possible, we will use email rather than posted mail.

You can change your mind at any time by clicking the unsubscribe link in the footer of any email you receive from us, or by contacting us at sisjac@sainsbury-institute.org.

We will treat your information with respect. For more information about our privacy policy please visit our website.

We use MailChimp as our communication automation platform.

We may use your data to:

- respond to any information that you have asked for
- contact you if there are any important changes to a lecture or event that you have booked
- process gift aided donations
- process book purchases
- keep a record of your relationship with us
- tell you about new events and updates on our activities
- tell you about opportunities to support us

THE LEGAL BASIS FOR OUR USE OF YOUR PERSONAL INFORMATION

With your consent, we will use your information to:

- keep in contact with you and, where appropriate, to perform any contract we have with you
- comply with the law
- protect your vital interests
- fulfil public task/statutory responsibility
- Legitimate interests
- Legal obligation- to comply with the law

If you do not want to receive information about our events or E-magazine, you can change any of your contact preferences at any time by contacting us via the contact details at the end of this policy.

If you have made a donation and a Gift Aid declaration, we are obliged to keep the declaration and the details of the person who made it, for six years. For data supplied as part of a job application to us, The University of East Anglia will keep your details for twelve months from date of appointment of successful candidate, then delete it.

THIRD PARTIES

We will not share any of your personal details with any other third parties without your agreement, unless required in order to fulfil our contract with you, or allowed by law (for instance, if a safeguarding issue arises).

Our website may contain links to and from the websites of other organisations. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

GIVING YOU CONTROL

If you wish to hear from us, we will tell you about lectures and events and opportunities to support us. You can opt out from these communications at any time - every email, or post sent to you, will tell you how to do this.

HOW WE KEEP YOUR DATA SAFE

Your personal data will be held and processed on the Sainsbury Institute's systems. Your data is always held securely. Access to personal information is strictly controlled. It is held in the UK and the processes are EU compliant. We may need to disclose your details if required to the police, regulatory bodies or legal advisors.

CHANGES TO THIS POLICY

We may change this Privacy Policy from time to time. If we make any significant changes in the way we treat your personal information we will make this clear on our website.

YOUR RIGHTS

Please see here <https://portal.uea.ac.uk/information-services/strategy-planning-and-compliance/regulations-and-policies/information-regulations-and-policies/data-protection/your-rights> for further information about your data protection rights.

CONTACT US

Please contact us if you have any questions about this policy, wish to update your contact details or wish to be removed from any communications or data processing activities.

You can update your communication preferences by

Email: sisjac@sainsbury-institute.org

Write to: Sainsbury Institute, 64 The Close, Norwich. NR1 4DH. UK