

Lawrence Malstaf - Privacy Policy

This policy applies to information that we collect and process about our clients and prospective clients, our suppliers, artists, contacts and anyone else about whom we may hold. By 'information' we mean personal information we collect.

About us

Lawrence Malstaf is a visual & installation artist, performance artist and scenographer based in Tromsø, Norway. When we refer to Lawrence Malstaf, "we", "us", and "our" we mean Lawrence Malstaf and "you" means the person to whom the information relates. For purpose of the data protection legislation, Lawrence Malstaf is the data controller of the data referred to in this policy. If you need to contact please do so by writing to us at Barduvegen 29, 9012 Tromsø, Norway or by email at info@lawrencemalstaf.com

We are committed to protecting and respecting the privacy of our clients and customers and others with whom we interact. In this policy you will find information about what types of information we hold about you, how and why we collect it, how we use it, and how we keep it secure. This Policy also tells you about your rights and how you can exercise them and how the law protects you. Please read it carefully to understand our views and practices regarding your personal data and how we will treat it.

What we collect

We only collect information that we need to carry out our business. Typically this may include the following:

- your name;
- your contact information such as your address, email address and telephone number(s);
- when selling or buying your payment details and financial data i.e. your bank name, account number and sort code;
- your interests.

How we collect information about you

- when you complete and submit a form through our website.
- when you otherwise interact with us to enquire about artworks or artists.
- through email correspondence with you relating to an invitation to an event or a conversation about a future project.
- (for our suppliers) when you provide services to us.

What we do with the information

We use your information to:

- communicate with you via email, telephone and mailing to provide information about our art work and services;
- keep you informed about art work, artists and events that we think you may find of interest;
- perform our obligations under any agreements that we have with you;
- administer our website and keep it secure;
- comply with legal and regulatory obligations;
- for security, to check your identity and to prevent fraud;

Sharing your information

Except as expressly set out in this policy we will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so. The personal information you provide to us is not shared with third parties.

Legal basis for processing

Our processing of your personal information is necessary:

- or the performance of contracts to which you will be a party to and in order to take steps at your request prior to you entering into those contracts;
- for the purposes of legitimate interests pursued by us; or
- in order to comply with a legal obligation to which we are subject.

In relation to any processing of special categories of personal data, we will generally rely on obtaining specific consent from you at the time unless there is otherwise a legal requirement for us to process such information.

Legitimate interests

Where our processing is based on the legitimate interest grounds described above, those legitimate interests are: (i) collecting personal information to provide you with a smooth and efficient client experience; (ii) to make sure you receive updated information on Lawrence Malstaf's activities; (iii) to provide the services you have requested, such as through displaying an interest in the artist, artwork, exhibition, performance, genre; and (iv) for our own marketing and research.

Your Rights

At any time, you have the right:

- to request access to or a copy of any personal data which we hold about you;
- to rectification of your personal data, if you consider that the information we are holding is inaccurate;
- to ask us to delete your personal data, if you consider that we do not have the right to hold it;
- to withdraw consent to our processing of your personal data (to the extent such processing is based on previously obtained consent);
- to ask us to stop or start sending you marketing messages as described below in the marketing section;
- to restrict processing of your personal data;
- to data portability (moving some of your personal data elsewhere) in certain circumstances;
- to object to your personal data being processed in certain circumstances; and to not be subject to a decision based on automated processing and to have safeguards put in place if you are being profiled based on your personal data.

Any request from you for access to or a copy of your personal data must be in writing and we will endeavour to respond within a reasonable period and in any event within one month in compliance with data protection legislation. We will comply with our legal obligations as regards your rights as a data subject. We aim to ensure that the information we hold about you is accurate at all times. To assist us in ensuring that your information is up to date, do let us know if any of your personal details change at the following email address

info@lawrencemalstaf.com

Marketing

Where you are one of our clients or have otherwise agreed to be contacted for marketing we may use your personal information to send you information about Lawrence Malstaf's related artists, events, exhibitions, concerts, performances and works of art. You can unsubscribe from receiving them at any time, details of how to unsubscribe will be included at the bottom section of each electronic mailing we send you, which will direct you to where you can unsubscribe automatically and you will not be contacted again unless you actively request to

re-join the mailing list. You also have the option of "unsubscribing" from our mailing list at any time thereby disabling any further such e-mail or other communication from being sent to you by emailing 'Unsubscribe' to info@lawrencemalstaf.com

We will action any opt-out request from you without delay.

How long will we keep your information

We will only keep the information we collect about you for as long as required for the purposes set out above or as required to comply with any legal obligations to which we are subject. This will involve us periodically reviewing our files to check that information is accurate, up-to-date and still required.

Where we are permitted to send you direct marketing communications we may retain your contact information necessary for this purpose, for as long as you do not unsubscribe from receiving the same from us. If you opt out from marketing, we will retain your information to enable us to comply with your wishes to not be contacted for marketing purposes.

Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

Links to Other Sites

Our website may contain links to other sites, including via our social media buttons. While we try to link only to websites that share our high standards and respect for privacy, we are not responsible for the content, security, or privacy practices employed by other websites and a link does not constitute an endorsement of that website. Once you link to another website from our website you are subject to the terms and conditions of that website, including, but not limited to, its internet privacy policy and practices. Please check these policies before you submit any data to these websites. Certain features of our site will allow for social networking. You should ensure when using these features that you do not submit any personal data that you do not want to be sent, collected or used by other users, such as profile details or email address.

Complaints

Questions, comments and requests regarding this policy are welcomed and should be addressed to info@lawrencemalstaf.com

How we use cookies

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site. We use traffic log cookies to identify which pages are being used. This helps us analyse data about web page traffic and improve our website in order to tailor it to customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us. You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

Google Analytics

This website uses Google Analytics, a web analytics service provided by Google, Inc. ("Google"). Google Analytics uses "cookies", which are text files placed on your computer to help the website analyse how visitors use the site. The information generated by the cookie about your use of the website (including your IP address) will be transmitted to and stored by Google on servers in the United States. Google will use this information for the purpose of evaluating your use of the website, compiling reports on website activity for website operators and providing other services relating to website activity and internet usage. Google may also transfer this information to third parties where required to do so by law, or where such third

parties process the information on Google's behalf. Google will not associate your IP address with any other data held by Google. You may refuse the use of cookies by selecting the appropriate settings on your browser, however please note that if you do this you may not be able to use the full functionality of this website. By using this website, you consent to the processing of data about you by Google in the manner and for the purposes set out above.

Changes to this policy

Any changes we make to our policy in the future will be posted on this page and, where appropriate, notified to you by e- mail. Please check back frequently to see any updates or changes to our policy.