# **Consent Form [to contact Adults]**

I would like to keep in touch with you about latest offers and news . If you would like to hear from me please complete some or all of your details below:

Your name:		
Your email address: Your phone number(s):		
I would like to receive a regular Newsletter from Justine Williams Art		
I am happy to receive promotional material from Justine Williams Art		
I am happy to be contacted by Justine Williams Art about future products		
Signature:		
Date:		

Please refer to our Privacy Policy for more information about how we store and use your data.

# Photo / Artwork Consent form

Justine Williams Art would be grateful if you would fill in this form to give us permission to use photos for reference for my work and use these in my printed and online publicity.

I [participants name give permission to use photos/ or video of my artwork.

I grant full rights to use the images resulting from the photography/video filming, and any reproductions or adaptations of the images for:

Fundraising:	
Publicity:	
Via the following means:	
Social media:	
Website:	
Posters / brochures:	
Signature:	
Date <sup>.</sup>	

Please refer to our Privacy Policy for more information about how we store and use your data.

## **'XYZ' Organisation Privacy Notice** *Guide to complete*

#### **Our contact details**

Name: Justine Willams

Phone Number: 07305744244

E-mail: justine.williams@talktalk.net

Main point of contact for Data protection queries: Justine Williams

### What type of information we have

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details)
- \* Email
- \* Contact phone number
- \* Address ( to receive orders )

### How we get the information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- \* We receive information via Justine Williams Art subscription form
- \* We receive information via Email and text messaging
- To Discuss your order and to process and deliver your order.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

(a) Your consent. You are able to remove your consent at any time. You can do this by contacting: justine.williams@talktalk.net

(c) We have a legal obligation.

- (e) We need it to perform a public task.
- (f) We have a legitimate interest.

#### What we do with the information we have

Tell people what you do with the information.

Include if you share information with anyone, or any other business. Make sure you include how you do this and any sharing you do outside the EU.

If applicable, include any automated decision making that is made using the information, or any profiling you undertake.

We use the information that you have given us in order to discuss and deliver you order.

We take your privacy seriously and respect all your rights under GDPR. We will never sell or share your data.

#### How we store your information

Your information is securely stored at Justine Williams Art.

We keep your name address and phone number for 7 years. We will then dispose your information.

#### Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your information in certain circumstances.

**Your right to object to processing** - You have the the right to object to the processing of your personal data in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at justine.williams@talktalk.net if you wish to make a request.

### How to complain

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF Helpline number: 0303 123 1113

January 20th 2022