



Arts & Heritage Alliance of Milton Keynes

Registered Charity: 1158874

www.aha-mk.org / [@AHA_MK](https://twitter.com/AHA_MK)

Privacy Policy

At Arts & Heritage Alliance Milton Keynes, we are committed to protecting and respecting your privacy.

This policy explains why we obtain, store and process data that can identify you and describes our practices in connection with the information that we collect.

Who are we?

We are Arts & Heritage Alliance Milton Keynes, a charity and membership organisation dedicated to supporting the creative and cultural sector of Milton Keynes. The Arts & Heritage Alliance Milton Keynes is registered as a Charitable Incorporated Organisation (no. 1158874). The registered address is Acorn House, 381 Midsummer Boulevard, Milton Keynes, MK9 3HP.

On joining, AHA-MK members are asked to provide certain information for day-to-day use, including a principal contact and any other contacts who wish to be kept informed of activity. We also ask you to provide information about your organisation to be included on our website. Members sign up to sharing basic information, ideas and news in the spirit of collaboration and sharing (i.e. AHA-MK newsletter and on Social Media).

How do we collect information from you?

We obtain information about you when you sign up to our newsletter or mailing lists, correspond with us by phone or email, meet us in person or become members. We also obtain information about you when you use our website (see Use of Cookies section below).

What type of information is collected from you?

The personal information we collect might include your name, job title, organisation, email address, telephone number, address, IP address, and information regarding what website pages are accessed and when.

How is your information used?

It is within the legitimate interests of the Arts & Heritage Alliance Milton Keynes to hold your information:

- To communicate with you about our services;
- To carry out our obligations arising from any contracts entered into by you and us;
- To seek your views or comments on the services we provide;
- To notify you of changes to our services;

Arts & Heritage Alliance of Milton Keynes

Registered Charity: 1158874

www.aha-mk.org / [@AHA_MK](https://twitter.com/AHA_MK)

- To send you communications which you have requested and that may be of interest to you. These may include information about other members and their work (as agreed can be shared on joining the membership);
- To process a grant, commission or job application.

We review our retention periods for personal information on a regular basis. We will hold your personal information on our systems for as long as is necessary for the relevant activity, or as long as is set out in any relevant contract you hold with us.

Who has access to your information?

Staff, trustees and contractors working for Arts & Heritage Alliance Milton Keynes have access to your information as appropriate in order to carry out our work. We will not sell or rent your information to third parties.

We will not share your information with third parties for marketing purposes.

We may share your information with other parties working in the same field or sharing your interests. If you are a member of the Arts & Heritage Alliance Milton Keynes, you will have agreed that your name, email and telephone number can be shared with other Arts & Heritage Alliance Milton Keynes members, and external parties with joint interests, in the interest of collaboration (see our Membership Agreement).

Your choices

You have a choice about whether or not you wish to receive information from us. If you do not want to receive direct communications from us, you can choose to be removed from our database, mailing list and newsletter. Contact us via email: chair@aha-mk.org or write to us at: Arts & Heritage Alliance Milton Keynes, Acorn House, 381 Midsummer Boulevard, Milton Keynes MK9 3HP.

Use of 'cookies'.

Like many other websites, the Arts & Heritage Alliance website uses cookies. 'Cookies' are small pieces of information sent by an organisation to your computer and stored on your hard drive to allow that website to recognise you when you visit. They collect statistical data about your browsing actions and patterns but do not identify you as an individual. For example, we use cookies to store your country preference. This helps us to improve our website and deliver a better more personalised service.

It is possible to switch off cookies by setting your browser preferences. For more information about cookies and instructions on how to adjust your browser settings to restrict or disable cookies, see the IAB website at www.allaboutcookies.org.

Review of this Policy

We keep this Policy under regular review. This Policy was last updated in April 2018.