

Arcadia Missa Privacy Policy & Statement

The following privacy policy outlines how Arcadia Missa uses and protects the information you give us. Arcadia Missa are committed to ensuring any details you give are protected and the General Data Protection Regulation is complied with.

Stored information:

- When subscribed to our mailing list we will store your contact information – First Name, Surname and email address
- When enquiring or purchasing something from Arcadia Missa, we will store information relating to your enquiry or purchase:
 1. Identity and contact data: including your name, username, address, telephone number and e-mail address (for billing and shipping); and
 2. Profile Data: including artwork information, artworks owned, requested, offered, reserved, purchased, consigned and details of artwork invoices
- Information given in person at the gallery, at events and art fairs, by filling in forms on www.arcadiamissa.com such as the 'sign up to mailing list' or correspondence with a representative of Arcadia Missa, by phone or email
- Information related to your attendance at Arcadia Missa events or art fairs
- Information about you collected from our website www.arcadiamissa.com
As you interact with our website, we may automatically collect data about your browsing activities (such as IP address). This information will not be stored or used in any other way than to optimise our website functions.

Reasons why:

- Upkeeping communication with information that might be of interest e.g. newsletters, exhibition openings, art fair attendance, artist talks, new artworks, new publications etc.
- Internal record keeping
- Providing services to you as a prospective or existing client
- To perform contractual obligations we have with you

Information protection:

- The information shared and stored within Arcadia Missa records is secure and kept confidential. We will not share it unless agreed between Arcadia Missa and yourself in instances such as shipping and deliveries of purchased artworks and publications etc.
- In addition, we may disclose your information to the extent that we are required to do so by law (which may include to government bodies and law enforcement agencies); in connection with any legal

proceedings or prospective legal proceedings; and in order to establish, exercise or defend our legal rights (including providing information to others for the purposes of fraud prevention).

Your rights:

- You may request details of the personal information stored by Arcadia Missa under the General Data Protection Regulation of 26th May 2018 by emailing info@arcadiamissa.com
- You can opt out of our mailing list at anytime by clicking 'unsubscribe' at the bottom of our newsletter mail outs or by emailing us at info@arcadiamissa.com
- If you believe that any information we are holding on you is incorrect or incomplete, please email info@arcadiamissa.com as soon as possible and we will promptly update any information found to be incorrect

Links to other websites

Our website may contain links to other websites. If you follow a link and leave our site you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

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 email. Please check back frequently to see any updates or changes to our policy.

Please contact info@arcadiamissa.com with any questions or comments relating to this policy or our website.