

Privacy Policy

SODA gallery, Bratislava

(last update May 24, 2018)

Školská 10, 82101 Bratislava, Slovakia, www.sodagallery.sk

This policy applies to information held about clients and prospective clients, suppliers and prospective suppliers, artists, contacts and all other persons about whom SODA Gallery holds information. By 'information,' we mean personal information about you that we collect, use, share and store online and offline. In this policy, "we," "us," and "our" means SODA Gallery, runned by Tomas Umrian, with the registered company „Tomas Umrian e.v.“ in Slovakia with Tax No., registered office at 82101 Bratislava, Narcisova 52, and "you" means the individual to whom the information relates.

What we collect

We collect data online and offline. Online via our web services we use for our business (see Sharing your information below). Offline on our personal computers and backups. Your personal data is only accessible by the founders of SODA Gallery and a limited number of employees who have special access rights to such systems and who are required to keep the information confidential.

STORED ONLINE:

- your name;
- your contact information such as your address, email address and eventually your telephone number and address;

STORED OFFLINE:

- information in relation in case of purchase of an art work (e.g. contracts, bills, payment details)
- information about you that you give us in person at our events by filling our newsletter list on our site www.sodagallery.sk (e.g. our mailing list) or by corresponding with us by phone, e-mail or otherwise; and
- information in case you submitted portfolios, CVs and project proposals

How we collect information about you

- collecting information you give to us when you purchase an art work
- collecting information when you sign up to our newsletter
- collecting information you give to us as an artist and art professional when submitting a portfolio or CVs (online and printed) or make project proposals by mail
- your use of the forms on our website; and
- through corresponding with you by phone, e-mail or otherwise
- website related informations by browsing (e.g. cookies, see below)

What we do with the information we gather

We use your information to:

- provide information about artworks and services to you;
- keep you informed about artworks, artists and events that we think you may find interesting;
- carry out our obligations arising from any agreements entered into between you and us;
- communicate with you;
- keep our site safe and secure;
- comply with legal and regulatory obligations; and
- for security and to check your identity.

Legal basis for processing

Our processing of your personal information is necessary:

- for 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.

We keep your information safe

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

We use service providers who assist us in operating our website, and management of our mail services, so long as those parties agree to keep this information confidential. The services we use are the following:

- Wix mail for Newsletter management and mailings. This includes the storage of mailing lists.
- Google Drive Cloud Storage to store, backup and manage our internal address database of our clients, users that subscribed to our newsletter service, and art professionals that are part of our press network.

We may also share your personal information with:

- law enforcement agencies, other governmental agencies or third parties if we are required by law to do so;

Your Rights – How to contact us

We want to make sure that the personal data we hold about you is accurate and up-to-date. Under General Data Protection Regulation (GDPR), effective from 25 May 2018, you have the right to see the personal data we hold about you by contacting:

Tomas Umrian

Data Protection Officer of SODA Gallery:

Email address: info@sodagallery.sk

Postal address: 821 01 Bratislava, Narcisova 52

Telephone number: +421 907 85 35 62

At any time, you have the right:

- to request access to or a copy of any personal data which we hold about you;
- 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 ask us to stop or start sending you newsletters and messages as described below in the marketing section;
- to restrict processing of 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@sodagallery.sk.

Communication (Newsletter)

If agreed to be contacted for communication (e.g. Newsletter Service) we may use your personal information to send you information about SODA Gallery's Events and works of art. You can unsubscribe from receiving them at any time, details of how to unsubscribe will be included on each electronic mailing we send you.

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 info@sodagallery.sk. We will action any opt out request from you without delay.

How long do 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 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 respect your wishes to not be contacted for marketing purposes.

If you send us portfolios, CVs and other proposals we will store them offline (mail systems) and in case it is printed material in our office library (accessible only by our employees).

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 at WIX mail and Google Drive. Our servers are hosted by websupport.sk and are based in Slovakia.

How we use cookies

Cookies are small data files that allow a website to collect and store a range of data on your desktop computer, laptop or mobile device. We use cookies and similar technologies on our website to distinguish you from other users, helping us to personalise and improve your experience of our website and the gallery.

We use cookies to:

- Understand how our website is being used, for example, by telling us if you get an error message when you browse
- Measure the effectiveness of our marketing communications (via Wix mail), for example by telling us if you have opened a marketing email that we have sent you
- Help us compile data about site traffic and site interaction so that we can offer better site experiences and tools in the future. We only use this information for statistical and anonymous analysis purposes.
- We use the trusted third-party service of Google Analytics, that track this information on our behalf

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.

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 e-mail address.

Informations

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

Changes to this policy

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