First-View Privacy Notice

1. **The Information We Hold**
   For registered users i.e. Artists or Customer, we hold in a secure, online, password protected database the following information:- Name, address, telephone number(s), email address, company or organisation. For artists we hold details of their work. For customers we hold details of their purchases. We hold no credit card information.
   This information comes from the customer or artist and is the minimum required for the operation of the business.
   The data is gathered from the artist or customer through registration and login procedures

2. **Our Data Protection Policy**
   We understand the information has been given to us for the sole purpose of transaction of business with First-View. It is only use for communicating with the Artist or Customer and never divulged to a third party.

3. **Data Protection Officer**
   We have appointed J.B.Parfitt as our Data Protection Officer

4. **Support for Data Protection**
   The owner of the business if fully aware of the need for Data Protection and is entirely supportive of its implementation. Those who are privy to the information are B.J. Parfitt and J.P Parfitt

5. **Information Risks**
   Information is managed is a structured way and we understand the impact of personal data related risks.

6. **Technical & Organisational Data Protection**
   We have integrated protection into our data processing.

7. **Data Breach**
   We will inform the offended party, within 24 hours or our being made aware, of any breech of our data security. We understand the reporting process.

8. **Request for Information**
   On a request through the Data Controller or direct from an Individual we will share with them the information we hold within 24 hours.

9. **Security & Updating Information**
   Physical information is stored in a locked filing cabinet. Information stored on a database is on a secure local computer. In both cases the above have the only access.
   All computers used in connection with the personal information are password

protected, which are changed every month, the data link is through a firewall and the computers has antivirus software running.

10. **Disposing of Data**

   Data is only kept for as long as deemed necessary for the proper operation of the Business and when disposed of is done in such a way as to make it irrecoverable.

11. **Request to Suppress Data Processing**

   At the request of the Data Controller we will suppress the processing of any data.

12. **Information Security**

   We have an information security policy and have measure in place to make it effective.

13. **Sub-Processor**

   We do not use sub-processors

14. **Outside EU**

   We only operate within the UK.

Cookies

To make this site work properly, we sometimes place small data files called cookies on your device. Most big websites do this too.

What are cookies?

A cookie is a small text file that a website saves on your computer or mobile device when you visit the site. It enables the website to remember your actions and preferences (such as login, language, font size and other display preferences) over a period of time, so you don't have to keep re-entering them whenever you come back to the site or browse from one page to another.

How do we use cookies?

A number of our pages use cookies to remember:

- your display preferences, such as contrast colour settings or font size
- if you have already replied to a survey pop-up that asks you if the content was helpful or not (so you won't be asked again)
- if you have agreed (or not) to our use of cookies on this site

Also, some videos embedded in our pages use a cookie to anonymously gather statistics on how you got there and what videos you visited.

Enabling these cookies is not strictly necessary for the website to work but it will provide you with a better browsing experience. You can delete or block these cookies, but if you do that some features of this site may not work as intended.

The cookie-related information is not used to identify you personally and the pattern data is fully under our control. These cookies are not used for any purpose other than those described here.

How to control cookies

You can control and/or delete cookies as you wish – for details, see aboutcookies.org. You can delete all cookies that are already on your computer and you can set most browsers to prevent them from being placed. If you do this, however, you may have to manually adjust some preferences every time you visit a site and some services and functionalities may not work.