## **Masterworks Art Club Privacy Policy**

Masterworks Art Club holds and processes a wide range of information about its students, prospective students and other persons who may be interested in its services.

This privacy notice applies to all Masterworks Art Club operations in the UK, and other global locations where we organise courses or promote services. The notice explains the type of information that we process, why we are processing it and how that processing may affect you.

We may update this privacy notice from time to time, and will post any revised notice on this webpage. Where appropriate we may notify you by email or by a notice on our website that our privacy notice has changed but we recommend that you check this page regularly. Any changes will be immediately effective on posting. Most of the personal data we process about you comes directly from you (whether face to face, over the telephone, on a paper form, by email or online) for example:

- when you apply for or enrol on one of our courses;
- when you call us, email us or meet with one of our staff;
- when you sign up to our courses, to receive news about upcoming courses and
  events relating to particular areas of interest. We also sometimes video or record
  our lectures or other events, and may make these videos and recordings, but we
  will inform you on arrival at the lecture or event if we intend to do this. If you
  have enrolled on one of our online courses, we also collect certain data about
  your progress through the course, such as which classes you have completed, the
  results of any assignments.

We may collect data about your computer when you visit our website which includes your internet address, your operating system and browser type. We use this information for our internal system administration, to help diagnose problems with our servers, to administer our website and monitor and improve the user experience.

We also collect data about you through cookies. A cookie is a simple text file that is stored on your computer or mobile device by our website's server which allows our website to remember your preferences or transactions that are in progress.

Your personal data will be processed by the Masterworks Art Club entity that initially receives it.

We do not transfer your personal data to organisations who wish to use it for their own marketing promotions or other purposes.

We will retain your personal data for as long as is necessary to provide the relevant services, maintain business records or educational records to satisfy tax, legal and other regulatory requirements, and protect and defend against potential legal claims.

We will take all reasonable and appropriate steps to protect the security and integrity of all personal information provided via our website, or by any other means electronic or otherwise.

As effective as modern security practices are, we cannot guarantee the complete security of personal data held in our systems, nor that that information you supply through the internet or any computer network is entirely safe from unauthorised intrusion, access or manipulation during transmission. Any transmission is at your own risk. We will not be liable for any resulting misuse of your personal data.

Masterworks Art Club websites may contain links to other websites not operated by Masterworks Art Club. The information you provide to us will not be transmitted to other websites, unless we clearly say so, but these other websites may collect personal information about you in accordance with their own privacy notice. Masterworks Art Club cannot accept any responsibility for the privacy practices or content of those websites.

We try to be as open as we can about the data that we process and recommend you ask us if you have questions about the data we hold on you.

If you have any complaints relating to the processing of your personal data, please contact us at masterworksartclub@gmail.com