**Privacy Agreement**

**Art Holidays in Italy**

As a subscriber to ‘Art Holidays in Italy,’ your information is automatically on my system. All data is controlled by myself, Pheona Kerr at Via Secchiello 27, Bedogno, Villa Minozzo 42030. Reggio Emilia. ITALIA

***Details required.*** I ask for as few personal details as possible. I do need your name, address, email address and phone number in order to facilitate good communication in organising your art holiday. For administrative purposes, I need your NI or ‘work’ number to issue a proper receipt for my accountant and I will need your passport details or identity card details to register you with the local authority.

***Use of your details.*** I will use your details only for organising your art holiday, necessary administration, collecting reviews and for the Italian government. I will not disclose any of your personal details to anyone else without asking you first (unless it is requested by law) I may also use your email address to keep you informed of art holidays (newsletter twice a year) for 5 years. I may use Tripadvisor for collecting reviews. If you write a nice review, I may share it on the website.

***Unsubscribing.*** If you wish to unsubscribe from the mailing list just ask, verbally, by phone or by email and I will remove your details. If you have already been on holiday here then by law I must keep some administrative information.

***Third party involvements.*** It may be that, in order to organise part of your holiday, I have to give some of your details to a third party. This might be in organising an excursion, lessons or tours. Only relevant information will be given. If (hopefully not) a medical or other emergency arose, I would also have to provide your details to the relevant authorities.

 ***Privacy;*** All information is on my personal computer which is password protected and only I have access to. It has up to date security measures. Any written details are kept in a secure location within the premises and only authorised bodies would have access to them if required. I will not pass on your details to third parties and will take every measure to ensure their protection.

***Access to your details.*** You can review the details that I have on you at any time. I will require proof of your identity before disclosing these.

***Photos and Videos;*** everyone loves to take photos on holiday and I will encourage you to do so, offering advice about how to use your camera and so on. In addition, I do hope you use these as personal reminders of your holiday as well as collecting images for using when you return home in your artwork. It is often the case that we ‘share’ our photos with fellow members of the group, which is lovely. However, a word about the use of social media…. Please respect the privacy of other people here whether they are fellow guests or local people. If you intend to put photos or videos on social media, you must ask and receive the permission of everyone who is in the photo or video in writing and signed by everyone in the photo. If I intend to use a photograph, I have taken of you, I will also ask for written and signed permission to do so.

***I have read and accept the above privacy terms and conditions and accept them.***

***Print name……………………………………………………………………………………………***

***Name­­­­­­­­­­­­­­­­­­­­­­­ Date***