



Privacy Notice

Who we are

We are PLACE, Northern Ireland's Centre for the Urban Built Environment. This Privacy Policy outlines when and why we collect your personal information, how we use it, and what we do to keep it secure. We usually only gather your name and email address to keep in touch with you via our mailouts, which detail our projects, events, exhibitions and opportunities. Occasionally we will request your postcode if we're working on specific place-related projects – this just shows us where our work is having an impact.

Types of data we collect:

Website Cookies and Google Analytics

Our website is powered by Weebly. One of the services that Weebly provides is Google Analytics, a web analytics service provided by Google, Inc. ("Google"). Google Analytics uses "cookies", which are text files placed on your computer, to help the website analyze how users use the site. We do this to find out things such as the number of visitors to the various parts of the site. This information is only processed in a way which does not identify anyone. We do not make, and do not allow Google to make, any attempt to find out the identities of those visiting our website.

Wi-Fi

We do not gather, via Wi-Fi at PLACE, any information about your device, the volume of data that you use, the websites that you access or your usage by time, frequency or location.

Mailing list

As part of the registration process for our monthly e-newsletter, we collect personal information. We use that information for a couple of reasons: to tell you about stuff you've asked us to tell you about; to contact you if we need to obtain or provide additional information; to check our records are right and to check every now and then that you're happy and satisfied. We don't rent or trade email lists with other organisations and businesses.

We use a third-party provider, MailChimp, to deliver our newsletter. We gather statistics around email opening and clicks using industry standard technologies to help us monitor and improve our e-newsletter. For more information, please see [MailChimp's privacy notice](#). You can unsubscribe to general mailings at any time of the day or night by clicking the unsubscribe link at the bottom of any of our emails or by emailing our Manager Amberlea Neely.

Ticketing Data

PLACE occasionally holds events which have a cost implication, and subsequently do not use in-house ticketing software for bookings or information gathering. We regularly use Eventbrite to process our ticketed events. Eventbrite's policy makes the following assurance: 'if you're already using Eventbrite to collect registration details you can rest assured that your attendee data is safe, secure and compliant in our system.'

**Third parties**

We may share anonymised personal information with other organisations, particularly Arts Council of Northern Ireland and Thrive NI, who use this to analyse our audience development programmes, attendance levels and self-generated funding to understand – as a charity - the impact of the public investment made in PLACE. We do not share your details with our partners or any other parties.

Access to your personal information

You are entitled to view, amend, or delete the personal information that we hold. Email your request to PLACE Manager Amberlea Neely amberlea@placeni.org

Changes to this Privacy Notice

This privacy notice was reviewed and updated in April 2018. It will be reviewed again in April 2019.