

7th June 2019

We have strong links with our gallery space in Seoul which means sharing contact lists and personal data. Even though GDPR is not in force outside of Europe, we can assure you that the regulations will also apply to any information we share with our staff in South Korea.

### **What data do we collect?**

Our Gallery collects the following data:

- Your name, email address and/or telephone number
- Postal address
- Job title and company details
- Which artists you are interested in

### **How do we collect your data?**

You directly provide our Gallery with most of the data we collect. We collect data and process data when you:

- Sign up for our communications in person or online
- Contact Hanmi Gallery
- Use or view our website via your browser's cookies

### **How will we use your data?**

Our Gallery collects your data so that we can:

- Send you emails about any news related to Hanmi Gallery such as:
  - general news updates
  - new exhibitions and events
  - new artwork or artists we add to our collection
- Send you invitations to our exhibitions and events
- Send you relevant information connected to artwork sales

### **How do we store your data?**

Our Gallery securely stores your data on our databases and personal files. These are all password protected and can only be accessed by authorised members of staff. Our contacts are also stored with MailChimp - you can view their privacy policy [here](#).

Our Gallery will keep the information you give us until you withdraw consent or request deletion of our records. We will also regularly review the personal data we have and remove any redundant information that we have no legitimate interest in. We will not keep your information longer than is necessary to carry out the purposes outlined above.

You can contact us at any time to access, correct, update, or request deletion of any of your personal information. You can also withdraw consent at any time.

If you make a request, we have one month to respond to you. If you would like to exercise any of these rights, please contact us at our email: [info@hanmigallery.co.uk](mailto:info@hanmigallery.co.uk)

As our Gallery becomes more active and we grow as a business, we may make changes to our privacy policy. Our policy will always have a date attached so you can see how recent it is and we will email you with any updates.