EDGE
TEXTILE ARTISTS
SCOTLAND

EDGE Privacy Policy and Member Information

This privacy policy covers all members including Exhibiting Members, Associate Members, Student Members, Life Members and Honorary Members. EDGE Textile Artists Scotland is the data controller responsible for the personal information covered by this Privacy Policy.

This document also provides information about our expectations of members, and details about the Exhibiting Member application process and the artist profiles listed on our website.

What personal information we collect

When you join EDGE, we ask you for some or all of the following personal information:

- Name
- Email address
- Address and Postcode
- Contact Number
- Agreement to pay the annual fee
- Website (if applicable)
- Social media (if applicable)
- Qualifications
- Relevant memberships/exhibitions/publications and an artist statement about your art and information about your link with Scotland.

The data collected via the application forms is stored securely online while each application is being processed. Personal information provided will be used for this purpose and viewed only by the Committee. It will be deleted after the application process is completed, unless you become a member, in which case your information will be stored securely for membership purposes.

We will not sell your personal information to any third party.

Our lawful bases for data processing

We need to collect your personal information so that we can manage your membership.

Depending on the purpose, we rely on the following lawful bases:

- **Administering membership** – contract.
- **Processing applications in order to arrange membership** – steps prior to entering into a contract and/or legitimate interests.

- **Organising exhibitions** – contract and/or legitimate interests.
- **Sending essential membership communications by email**, such as general meeting notices, Chair newsletters and Committee updates, and information about exhibitions and events – contract and/or legitimate interests.
- **Organising stewarding and exhibiting opportunities** – contract and/or legitimate interests.
- **Monitoring engagement and developing participation in the group through surveys and feedback requests** – legitimate interests.
- **Responding to your questions and communicating with you regarding your support needs in relation to EDGE Textile Artists Scotland** – contract and/or legitimate interests.
- **Resolving queries or investigating complaints** – contract and/or legitimate interests.
- **Managing requests for Non-Exhibiting Status** – administering membership.
- **Using photographs of you or your work for public promotional purposes** – consent.
- **Promoting your public artist profile** – consent.

Your right to object

Where we process your personal information in pursuit of our legitimate interests, you have the right to object to us using your personal information for those purposes. If you wish to object to any of the above processing, please contact us at the email address below.

Please note that if we agree and comply with your objection to using your personal information, this may affect our ability to undertake some tasks for the benefit of you as a member.

Artist profiles and public promotion

Private WhatsApp/Facebook groups

The group uses WhatsApp and a private Facebook group to communicate informally. For example, members can use these communication channels to recommend exhibitions, share their own events and post images of their progress.

You do not need to join either service to be an EDGE member. If you choose to join, your use of those services will also be subject to the provider's own terms and privacy policy.

Social media accounts and website

EDGE may publish photographs, images of artwork, names and other information about members on its public website and social media channels where the member has agreed to this use.

This benefits members and raises the profile of the group. Imposter accounts are common, so users are advised to take care and verify authenticity before engaging with our social media profiles.

Participation in public promotion is optional and does not affect membership. Consent can be withdrawn at any time, although this will not affect processing already carried out lawfully before consent was withdrawn.

Website profiles

Exhibiting Members and Student Members are offered an artist profile on our website. Having a profile is optional but strongly encouraged.

- For the first year of membership, the Exhibiting Member fee is slightly higher as it includes a small charge to help cover the costs of setting up artist profiles on our website. In subsequent years, the standard annual membership fee is payable every September. You are encouraged to review your website profile annually and keep it up-to-date.
- The Student Member fee also includes a free website profile. If the student later converts to Exhibiting Membership, they will pay the full first year fee including the website profile charge.
- Associate Members will not be given a website profile page but will have their name listed on the website.

Photographs

EDGE may ask for your consent to use photographs of you or your work for public promotional purposes. If you do not wish to appear in promotional photographs, please tell the event organiser or Secretary.

Other purposes

We may ask you if we can process your personal information for additional purposes if they are not covered by this Privacy Policy. When we do so, we will provide you with additional information on how we will use your information for those additional purposes.

Who do we share your personal information with?

We do not share your personal information outside of the Committee, except when a member has chosen to take part in an exhibition or event, where their contact details may be passed to the organiser or gallery manager.

Personal information is accessible only to Committee members who need access to it for their role, and authorised service providers, such as Google or Meta, where necessary to provide EDGE's services. Access is limited to the information needed for the relevant purpose.

Former Committee members lose access to membership files when they leave the Committee.

How we protect your personal information

The data collected via the application forms is stored securely online on Google Drive while each application is being processed and deleted immediately after processing. This data is viewed only by the Committee.

If you become a member, your personal information will be stored securely on a spreadsheet and email lists, used by members of the Committee. We do not store your payment details.

Some of the services we use, such as Google and Meta, may process personal information outside the UK. Where this involves a restricted transfer of personal information, we will ensure that the transfer is made in accordance with UK data protection law, using an applicable adequacy regulation, appropriate safeguards or another permitted transfer mechanism.

We will not sell your personal information to any third party.

Personal data breaches

We have procedures for identifying, investigating and responding to personal data breaches. Where required by law, we will report a personal data breach to the Information Commissioner's Office and/or notify affected individuals without undue delay.

How long do we keep your personal information?

Personal data is collected when you apply to join the group. We keep personal information only for as long as it is reasonably necessary for the purposes for which it was collected, including to meet any legal, accounting or record-keeping requirements.

- Unsuccessful applications will be deleted after the membership has been refused.
- Current member records will be retained while membership continues.
- Former members' data will be deleted after they have left the group, apart from any data required for financial records or other legitimate record-keeping purposes.
- Financial records will be retained for the period required by applicable UK accounting and tax requirements.
- Artist website profiles will be deleted when a member leaves the group.

Data protection and privacy management

- This document records the personal data we store and why we need it. We will keep this record up-to-date through regular reviews.
- We regularly review our privacy information to address areas such as data retention, security and data sharing, and will update where necessary.

- If we plan to use personal data for a new purpose, we will update our privacy information and communicate the changes to members before starting any new processing.

Your rights

Any data access requests received by us will be considered under applicable data protection legislation. You can exercise your rights by writing to the EDGE Secretary at:

secretary@edge-textileartists-scotland.com

Depending on the circumstances and the lawful basis we rely on, you may have rights to:

- request access to the personal information that we hold about you;
- ask us to correct inaccurate or incomplete information;
- ask us to erase your personal information in certain circumstances;
- ask us to restrict the processing of your personal information in certain circumstances;
- object to certain processing of your personal information; and
- receive your personal information in a portable format, where applicable.

You may also have rights relating to automated decision-making.

You may ask us to erase your personal information in certain circumstances. This does not necessarily apply to all information, as we may have legitimate or legal reasons to retain some information. If we cannot comply with an erasure request in full, we will explain why.

Diversity, inclusion and respect

EDGE is committed to being an inclusive and welcoming organisation. We value diversity among our members and seek to provide an environment in which people from different backgrounds, experiences, perspectives and circumstances can participate and contribute.

EDGE does not tolerate discrimination, harassment, bullying or other inappropriate behaviour towards members, applicants, visitors or others involved in EDGE activities. Members are expected to treat others with respect and consideration, whether communicating in person, online or through social media.

We aim to ensure that our membership, activities and opportunities are accessible and welcoming to all, while recognising that individual circumstances and access needs may vary. If a member has an access requirement or needs support to participate in an EDGE activity, they are encouraged to contact the Committee so that reasonable steps can be considered.

Member conduct guidelines

Members are advised to conduct themselves politely and appropriately when engaging with others, whether in-person or online (for example on WhatsApp or Facebook, via email or on

EDGE's social media channels). This applies both when interacting with other members or when discussing the group or its members on a public channel.

A member may be cautioned or expelled from EDGE by order of the Committee if their behaviour is deemed offensive or brings the group into disrepute.

For enquiries, comments or complaints, members should contact the Secretary via email or using the website contact form.

Member application information

Membership is open to any textile artist who has lived, worked or trained in Scotland.

Exhibiting Member applications are accepted once a year in July/August. Associate and Student Members can apply at any time.

After graduation, Student Members may remain as Student Members for a further year, after which they can consider applying for Exhibiting or Associate Membership by following the appropriate procedure. This gives them a year after their graduation to prepare their artist portfolio.

All members are encouraged to remain engaged with EDGE and to contribute to its activities as much as they are able.

Members are encouraged to:

- Help organise and steward exhibitions
- Join the Committee
- Attend the Annual General Meeting
- Pay their membership fee on time

What do I get with my membership?

All members can:

- Attend workshops
- Attend social events such as the annual Summer Lunch
- Attend and vote at the Annual General Meeting
- Serve as a member of the Committee
- Steward at exhibitions

In addition to the above, Student Members can:

- Set up an artist profile page on our website

In addition to the above, Exhibiting Members can:

- Submit work for selection at exhibitions
- Set up an artist profile page on our website

Exhibiting Member selection

Exhibiting Members undergo a selection process.

For Exhibiting Members, a formal art education is considered by us a good indication of standard of work, but it is not an absolute pre-requisite for Exhibiting Membership.

The applicant sends in a portfolio of images, a statement and information about their experience. If the Committee wishes to take their application further, the applicant is invited to attend an **in-person meeting** to show examples of their finished artworks, samples and sketchbooks. They are asked to leave them for about 20 minutes so the Committee can review them.

If they cannot attend the portfolio viewing event, then a postal option may be available, but our preference is always in-person, if possible. No feedback will be provided on the day, but the applicant will be notified of the outcome as soon as possible after the decision is made.

Images and other materials submitted as part of an Exhibiting Member application will be used for the purposes of assessing the application and will be retained only for as long as reasonably necessary for that purpose, unless we have a separate reason or permission to retain them.

Updates to this policy

We reserve the right to amend this policy from time to time. The most up-to-date information will be available on our website at all times.

If you have concerns about how EDGE has handled your personal information, please contact the Secretary in the first instance.

You also have the right to complain to the **Information Commissioner's Office (ICO)**.

All enquiries should be sent to the EDGE Secretary at:
secretary@edge-textileartists-scotland.com

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