## PRIVACY POLICY

In order to provide you with the full range of services on the site, we need to collect information about you. This Privacy Policy explains how we use and protect your data. If you have any concerns, please email info@cyprusopenstudios.com.

- 1. When you register as a member on cyprusopenstudios.com, we ask you for your email address, your full name and a short description of what you do. This information will be used by cyprusopenstudios.com to: i. Administer your membership.
  - ii. Upload any contributions you make to the website, such as images, activity information, venue information and/or requests via the Contact form.
  - iii. Your contributions will be linked to your website entry and will be visible to everyone. Please make sure you are happy with the information you supply, and that it does not reveal personal information other than contact information about you.
- 2. Should you wish to make any changes to the information on your page on the website, please advise us via email to info@cyprusopenstudios.com there is only one single administrator to the website.
- 3. We will not pass your information on to any third parties without your express consent.
- 4. All visitors to the site should please note that your Internet Protocol (IP) addresses are automatically logged by our web server. IP addresses are numbers that can uniquely identify a specific computer or other network device on the internet. We may gather information about the operating system, browser version, and the type of device you are using in order to serve you better.
- 5. Google Analytics collects information on your IP address but it is only used to track your visitor behaviour on cyprusopenstudios.com, and your broad location (by country). Your IP address as collected by Google Analytics cannot be used by cyprusopenstudios.com to identify you.
- 6. The site may contain hyperlinks to websites owned and/or controlled by third parties who have their own privacy policies and we advise you to check them. Advertisers may, for example, use cookies to track responses to their adverts. We do not accept responsibility or liability for the privacy practices of such third party websites and you use them at your own risk.
- 7. We will not disclose voluntarily provided details to third parties or use your data or contributions in any other way other than are set out in this Privacy Policy and the Terms without your prior consent.
- 8. We will hold your data and contributions for as long as is necessary and reasonably required for the relevant service or purpose.
- 9. We endeavour to take all reasonable steps to protect your personal details as a visitor to our site. However, we cannot guarantee the security of any data you disclose on-line. We will not be responsible for any breach of security unless this is due to our negligence or wilful default.
- 10. All personal data we collect about members is in the public domain. If you would like to see the data we hold about you or are concerned that any of the information we hold on you is incorrect and would like to amend or delete it please contact us at cyprusopenstudios.com. For your protection, we can only disclose information to your email address registered on cyprusopenstudios.com. If you would like to have your data deleted, it will mean any contributions made to cyprusopenstudios.com will revert to "community" content, and you will receive communications from us only if specifically requested. We will respond to your request within 30 days.
- 11. Please note that services supplied by us are subject to our standard terms and conditions. If you have any comments or queries in connection with our privacy policy, please email us at info@cyprusopenstudios.com.
- 12. By registering on cyprusopenstudios.com and using the website generally, you agree to the use described above
- 13. The EDPS (European Data Protection Services) is cyprusopenstudios.com's Data Protection Supervisory Authority.

## TERMS AND CONDITIONS

In accessing this site you agree to do so only for your own personal, non-commercial use and in accordance with these Terms. This is to protect the security of your own data, and also to protect the rights of others. Please read these Terms carefully as they set out your rights and obligations, and also provide information on how you can submit content to this site, and how this will be used. Please also read our Privacy Policy (above), as this contains important information about how we use and protect your data.

## **TERMS OF USE**

- 1. The site is privately owned.
- 2. Visitors to the site who only wish to view content do not need to register but any use of the site means you accept these Terms. If you do not accept these Terms, you should stop using the site immediately.
- 3. It is not permitted to copy, reproduce, republish, download, post or store (including in any other website), distribute, transmit, broadcast, commercially exploit or modify any of the site's material or content, including other contributions or any advertising or sponsorship.
- 4. You agree to only use the site for lawful purposes, in a way which does not infringe the rights of anyone else, or restrict their enjoyment of the site. Such restriction includes posting or corrupting content which is libellous, in breach of anyone's privacy, or which may harass or cause distress to anyone, or which is obscene or offensive.
- 5. cyprusopenstudios.com may include links to third party websites we are not responsible for the availability of these sites, and are not responsible for the content or services from these sites. If you access these third party sites, you do so at your own discretion and risk.
- 6. Some parts of the site may have specific Terms of Use, such as competitions. By using these parts of the site, you are agreeing to these specific Terms.
- 7. We will endeavour to provide the site using all reasonable care and will use reasonable efforts to make the site available to you at all times. However, the site is provided over the internet and so the quality and availability of the site may be affected by factors that are outside our reasonable control, such as technical faults in your ISP's and/or telecommunication providers' network/service. We are not responsible for any problems or technical malfunction of any telephone network or lines, computer on-line systems, servers, providers, computer equipment or software, or failure of any email to be received on account of technical problems or traffic congestion on the Internet, telephone lines or at any website (or any combination of these things).
- 8. We make no guarantees that the site will be available, uninterrupted or error free, or that defects will be corrected, or that the site or the server that makes it available are free of viruses or bugs. Except as required by law, we will not be responsible for any loss or damage caused by: (a) interruption or delay to the site or errors, viruses or bugs contained in the site caused by events outside our reasonable control; (b) your negligence, your breach of these terms or failure to follow our reasonable instructions; (c) any incompatibility of the site with any other software or material on your equipment; (d) any unauthorised use of the site; or (e) any other factor that is outside our reasonable control.
- 9. Content, information and other material on the site may contain inaccuracies and typographical errors although we continue to operate with best endeavours. We do not guarantee the accuracy or completeness of these or the reliability of any information displayed or distributed through the site (including provided through any software). You acknowledge that reliance on any such information shall be at your sole risk. We reserve the right, in our sole discretion, to correct any errors or omissions in any part of the site and to make changes to the site and to the materials, products, programs, services and content described on the site at any time without notice.
- 10. We cannot accept any responsibility for any damage, loss, injury or disappointment suffered through use of the site. In no event will we or any of our third party affiliates personally be liable for any damages whatsoever, whether in action of contract, negligence or other action, such as damages for loss of use of the site, damage to equipment or other software, or loss of data or profits or for other monetary loss or for any indirect or consequential damages, arising out of or in connection with the use (or inability to use) or performance of the site. In addition, in no event shall we or any licensors or third party affiliates be liable for any unauthorised use of the site.

11. You can contact us by email at <a href="mailto:info@cyprusopenstudios.com">info@cyprusopenstudios.com</a> for technical assistance and/or data protection and rights questions.

## INTELLECTUAL PROPERTY RIGHTS INCLUDING COPYRIGHT

1. The names, images and logos of Cyprus Open Studios (COS), all associated companies or third parties are protected by copyright law and must not be reproduced without express permission from the copyright owner.

You can contact us by email at <a href="mailto:info@cyprusopenstudios.com">info@cyprusopenstudios.com</a> for technical assistance and support, or regarding Privacy and Data Protection.

Last updated May 2018. Copyright © 2016 -2018 Cyprus Open Studios.