

One Island. Many Voices. Shared Future.



Data Privacy and Use of Contact Details

1. Why we are collecting your information

Contact details collected through TOC OF THE TOWN digital forms or TOC conversations, idea submissions, and any related activities will be used to administer your participation in the UK Town of Culture 2028 bid process. This may include contacting you about your idea, helping you develop it, inviting you to take part in a presentation or showcase, and keeping you informed about the development of Bute's bid for Town of Culture 2028.

Rothsay Pavilion Charity is coordinating this activity and will manage this information through its secure contact management (CRM) system.

2. If we already hold your details

If you are already on the Rothsay Pavilion mailing list or a contact in the Pavilion's CRM, we will not create a duplicate record. Your existing record can be updated to reflect your involvement in Town of Culture 2028 and the TOC of the Town campaign. Being involved in TOC of the Town does not automatically change any existing communication preferences you have given us. Similarly, taking part does not automatically sign you up to receive general Rothsay Pavilion marketing communications.

3. Keeping you informed about Bute's Town of Culture bid

Where appropriate, we would like to keep participants informed about the progress of the bid, including opportunities to develop ideas, attend events, participate in the programme and hear what is emerging from the island-wide conversation. To stop these communications you can change your communication preferences or unsubscribe at any time.

4. Secure storage and access

Paper forms containing personal information will be

collected promptly and stored securely. Digital information will be held on password-protected systems. Access will be limited to authorised people working on TOC of the Town and the bid who need the information for their role. Personal contact information will not be included in publicly shared idea lists, reports or presentations without permission.

5. Retention and deletion

We will keep personal information only for as long as it is reasonably required to administer TOC of the Town and the Town of Culture 2028 bid process, meet any funding, reporting or legal requirements, and maintain communications that you have agreed to receive. Information that is no longer required will be securely deleted or destroyed. If you'd like to stay on our list beyond 2028, sign up to the Pavilion's newsletter before or during 2028.

<https://rothesaypavilion.co.uk/update/newsletter>

Your contact information will remain intact and not be deleted as long as you are listed on the Rothsay Pavilion mailing list or CRM, unless you specifically ask us to delete your record entirely (see Section 6).

6. Your data and your choices

You can unsubscribe, update or correct your details, or change your communication preferences by clicking on the links at the bottom of any email we have sent to you. If you'd like your entire record deleted rather than simply updating your preferences, you can also ask us to delete your personal information, subject to any legal, funding or reporting requirements to retain it, by contacting :

privacy@rothesaypavilion.co.uk

If you have concerns about how your data is used, you have the right to complain to the Information Commissioner's Office (ico.org.uk).