

This Privacy Policy describes the information LiTE-HAUS collects about you, and how we use or share that information. It applies to information we collect when you visit our website, subscribe to our email list, or when you otherwise interact with us. We may change the provisions of this Privacy Policy in the future. If we do, we will notify you via email. Any questions regarding this Policy and our privacy practices should be sent by email to litehausgalerie@gmail.com

WHO ARE WE?

LiTE-HAUS Galerie + Projektraum is a non-profit gallery and project space owned by New York artist Debbie Davies. LiTE-HAUS is the trade name for Ad Finem gGmbH registered in Germany in 2016. We are located at Mareschstr. 4 Berlin 12055 DE in the neighborhood of Neukölln.

HOW DO WE COLLECT INFORMATION FROM YOU?

We obtain information about you when you:

- Subscribe to our email list to receive our newsletter and other notifications
- Sign our guestbook in the gallery and provide your email address
- Complete a form on our website to register for events, rent space, or submit a proposal

WHAT TYPE OF INFORMATION IS COLLECTED FROM YOU?

LiTE-HAUS collects your full name and email address if you subscribe via our website. In addition if you subscribe in person on our gallery guest list we might also obtain your telephone number and mailing address, if you provided it. If you complete a form on our website we may obtain your full name, email address, mailing address, telephone number, and website. If you submit a proposal as an artist via our website, LiTE-HAUS may also collect demographic information such as your place of birth, languages spoken, type of art you create.

HOW IS YOUR INFORMATION USED?

When you subscribe to LiTE-HAUS emails, you are initially asked for your full name and email address. We prefer that this information is true to your identity and you will have to follow a link in an automatically generated email to confirm opt-in to our newsletter. If we obtain your information via our gallery guest book or a form on our website, we make an assumption that the information you provided is correct, and you have given opt-in permission.

We may use your information to:

- Send you event announcements such as exhibitions, Vernissages, and other gallery events.
- Send you occasional fundraising emails for donations, as we are a non-profit organization.
- Send you newsletters with updates about our organization's growth.
- Send you opportunities either directly with LiTE-HAUS or an organization we are partnered with.
- Notify you of changes to our policies.

SHARING OF PERSONAL INFORMATION

We do not share personal information about you with third parties.

If you are included in our email list by any of the methods mentioned above, you agree to allow some of your specific personal information (full name, email) to be shared with limited LiTE-HAUS staff for the purposes of sending authorized emails to you with information as described above.

OWNERSHIP OF INFORMATION

You fully own any content that you send to LiTE-HAUS.

PROTECTION OF INFORMATION

Your personal information is kept safe in a secure password protected database, and is only accessed by the gallery owner and general manager. We do not provide direct access to the database to any other team member. However, on occasion we may

require one of our team to view - but not directly access - limited portions of our list, which we will provide to him/her in a separate list, for special authorized contact.

We utilize Mailchimp to store our database of subscribers for sending out newsletters and announcements. We also utilize Google to store a database of anyone who submitted a form via our website. Access to these databases require a password which is known only by the owner and general manager.

GDPR & PECR

LiTE-HAUS handles all data according to international standards, and we are compliant with the General Data Protection Regulations (GDPR) of the European Union and the Privacy and Electronic Communications Regulations (PECR).

THIRD PARTY DISCLOSURE

We will not sell or rent your information to third parties.

USE OF 'COOKIES'

Cookies are small text files that the Website can send to your browser for storage on your computer. We may use cookies to track usage patterns on the site. Many browsers allow you to change your settings to refuse cookies. We recommend that you leave cookies enabled, as disabling cookies may interfere with some functionality of the LiTE-HAUS website.

LINKS TO OTHER WEBSITES

Our website may contain links to other websites. This privacy policy applies to our website only. We cannot be responsible for the privacy policies of other websites we are linked to.

TRANSFERRING YOUR INFORMATION OUTSIDE OF EU or USA

The information which you provide to us may be transferred to countries outside the European Union ("EU") or the USA. Because we use Google for data storage, your data may be moved to other servers from time to time located in a country outside of the EU or USA. These countries may not have similar data protection laws to the EU or USA. By submitting your personal data, you're agreeing to this transfer, storing or processing.

REMOVE YOUR INFORMATION

We store your personal information until you unsubscribe from our list or you make a request to have it removed.

CONTACT US

If you have any questions about this Privacy Policy, please contact us at litehausgalerie@gmail.com