

# Privacy policy

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**Controller**

Format Oslo, Rådhusgata 24, 0151 Oslo, Norway. Organisation number: 960 896 432

Format was founded in 1991 and is a leading gallery for contemporary crafts and design in Norway. The gallery is an exhibition and sales venue of the finest artistic quality within the material-based arts. The gallery aims to strengthen the position of Norwegian contemporary crafts and design internationally and through working with both established and emerging artists the gallery reflects the various tendencies in contemporary crafts and design today. The gallery's goal is to challenge established norms while highlighting key values in the field by actively bringing a wider spectrum of artistic practices in material-based art to the fore.

**Data processors****Our website**

Our website runs on Squarespace and is managed by Format Oslo.

Our website host is Domeneshop AS, organisation number: 930 834 408.

We use Google Analytics to collect anonymized statistics of how many visit our page, their general location and how they navigate our website.

**Our newsletter**

Our newsletter is sent out using Mailchimp. Newsletter subscribers have complete access to their information, stored in a profile page on Mailchimp, and may alter and delete their information at any time. Neither Mailchimp nor Format Oslo keep any copies of deleted information.

**Our social media**

Format Oslo is present on Facebook, Instagram, Twitter, LinkedIn and Vimeo.

**Our accountant and auditor**

Our books, expenses and payroll system are accounted by ECIT Råd & Regnskap AS, Vakåsveien 9, 1395 Hvalstad, VAT number: 968 148 869 MVA, using VISMA. We invoice through [Uni Micro](#), run by Advania Holding AS, Pilestredet 33, 0166 OSLO, organisation number: 916 156 146. Our auditor is Stiansen & Co AS, Fekjan 15, 1394 Nesbru, Norway, organisation number: 962 990 746.

**How we collect and use personal data when you visit our website**

Google Analytics collects anonymized statistics of how many visit our page, their general location and how they navigate our website. We use this information to report to funders such as the Norwegian Ministry of Culture, and to improve our website.

**When you sign up for our newsletter**

You are required to give your e-mail address and your full name when signing up for our newsletter. Newsletter subscribers have complete access to their information, stored in a profile page on Mailchimp, and may alter and delete their information at any time. Neither Mailchimp nor Format Oslo keep any copies of deleted information

**When you respond to an Open Call or apply for a job with Format Oslo**

If you apply to take part in one of our exhibition projects, or apply for a vacant position with Format Oslo, we store your information until the project is finished or the position has been filled. All applications are subsequently deleted. We may keep anonymized statistics after that time (number of applications etc.), but we keep no personal data after that time. If you apply for a vacant position through the job search portal Finn.no (owned by Schibsted), your information will be treated according to Schibsted's privacy policy.

**How we keep your information safe**

We use a Dropbox for Business account for all our files, which is managed only by Format Oslo's employees. Sensitive information is limited access and kept in password protected files. We delete information when it is no longer needed, when we are contractually obliged to do so, or per request. All printed materials including personal information is shredded after use.

**What is the legal basis for processing the data?**

We need to collect, process and store personal data in connection with the planning and implementation of various exhibitions and activities, in order to fulfil our mandate. We ask for explicit consent before collecting, storing, and sharing data. Data collected through our website (using Google Analytics) is anonymized.

Personal data collected as part of a financial transaction, through the payment of a fee, honorarium etc., is handled through Uni Micro our accountant ECIT Råd og Regnskap AS and auditor Stiansen & Co AS. The data is collected and stored in accordance with Norwegian law.

**How to change or delete your data**

You may cancel your subscription to our newsletter by altering or deleting your account. Directions on how to do this is included in every newsletter. Neither Format Oslo nor Mailchimp keep copies of your personal data. If you have supplied Format Oslo with personal information you may request to see it, alter it, or delete it at any time by reaching out to us via [oslo@format.no](mailto:oslo@format.no).

**Sharing your information**

If you are a collaborating partner of Format Oslo we may ask for your permission to collect, store, and share your personal data. We will only do so when it is necessary and agreed upon. Format Oslo is legally bound to report on all activities to our funders (mainly the Norwegian Ministry of Culture), thus persons who've been involved in one of our projects, either as a partner, collaborator, contributor, or guest, may be included in confidential reports shared only between Format Oslo, its board, and the funding party. In projects where we are collaborating with a third-party organization (usually a museum or trade fair) we may also disclose information pertaining specifically to the collaborative project. Either way you will always be informed and asked to give consent regarding your own personal data. We will never sell, trade, or rent your information to third parties for marketing purposes.

**Other websites**

Our website contains links to other websites which are outside our control and are not covered by this privacy policy. If you access other sites using the links provided, the operators of these sites may collect information from you which will be used by them in accordance with their privacy policy, which may differ from ours.

**The Norwegian Data Protection Authority**

If you believe our handling of personal data violates The Personal Data Act or GDPR you have the right to file a complaint with [the Norwegian Data Protection Authority](#).

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