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Website Terms & Conditions v1.1

Last updated: 27th March 2015

Section 1) Your acceptance

This document applies to, but is not limited to, outoftheblue.org.uk and by extension, alakart.net, thebongoclub.co.uk, artcore.org.uk and any subdomains/social media pages ran by Out of the Blue Arts & Education Trust and its subsidiaries (referred to as 'Out of the Blue'). By using ("using" defined as visiting the appropriate URL on an electronic device) the Out of the Blue websites, you agree to these terms.

Section 2) Privacy policy, cookies & gathered statistics

- outoftheblue.org.uk does not automatically track or gather names, email addresses or any other personally identifying information unless specified below. Any information of this nature that Out of the Blue receive must be explicitly permitted by the user (*i.e signing up to the newsletter*).
- This site uses third party cookies (cookies defined by the I.C.O. as "a small file, typically of letters and numbers, downloaded on to a device when the user accesses certain websites.") to integrate popular social networks (Facebook, Twitter & Google+) meaning if you're logged in to a social media site, they may track your browsing data. For more information on how these work, please see the respective Facebook[1], Twitter[2], & Google+[3] privacy policies.
- To better understand our audience, we use Google Analytics. We may use cookies to collect information about your computer, including, but not limited to, your IP address, operating system, location and browser type for system administration and in order to create reports. This is statistical data about our users' browsing actions and patterns, and does not identify any individual.
- We use Mailchimp for our newsletter signups. For accordance on how we use data collected (names and email addresses), please see *Section 3) Data Protection* below.

Section 3) Data Protection

Any information gathered using our website (mentioned in this document) is in strict guidance of the **Data Protection Act 1998** (latest revision). Out of the Blue Arts & Education Trust takes data protection very seriously and **will not** pass on, resell or lend personal data to third-parties for commercial purposes unless explicitly granted by the user when they sign up and/or purchase a ticket. This includes, but is not limited to, contact forms, emails, comments, enquiries & newsletters. Users are free to unsubscribe from newsletters [etc.] at any time by clicking the “unsubscribe” link at the bottom of any email you receive. We do not require users to enter personal information to read or share events and general pages. For information gathered and/or handled by third parties, please see *section 4) Data Protection: Third Party Events*.

Section 4) Data Protection: Third Party Events

Some third-party event organisers may require the personal information of the customer. For third-party events, the event organiser will give the option to the customer at the time of ticket purchase to provide the customer name and contact information (*including, but not limited to, mailing address, email address, and telephone number*) to the event organiser. Once the customer opts to provide name and contact information to the event organiser, or purchases tickets to which an event organiser requires the personal information of the customer, Out of the Blue is not responsible for event organisers use of information.

Section 5) Accessibility statement

We have taken measures to ensure our website(s) are accessible to all users. We have tested and are happy that our websites are navigable using most mainstream screen-readers. We have have tested and are happy that our navigation is fit for purpose but do appreciate feedback. If you have trouble navigating our website or wish to feedback about our accessibility, **please use the website feedback form**.

Our accessibility guidelines are based on **WCAG 2.0**.

Section 6) Information and content presented on the websites

All classes, and events (including workshops and exhibitions) are not organised by Out of the Blue unless otherwise stated on that page. Out of the Blue cannot assume responsibility for cancelled or changed class or event dates as any info listed there is the latest info we've received. Any and all dates listed on this website are for reference only and event dates, times, prices and availability are subject to change. It is recommended to contact the event organisers for the most up to date information. The event organisers contact information may be found at the bottom of class and event pages.

For class and event organisers with listings on our website, we do not prioritise certain classes or events over others but reserve the right to feature some and not others on our homepage or publicity.

Any multimedia sent to Out of the Blue for use on the website is of the discretion of the sender. The individual who sends the content (via email, form or other means) must ensure that they have the rights to distribute the content via a compatible license. Out of the Blue reserve the right to remove an offending piece of multimedia either by request of the copyright holder or staff deeming it inappropriate.

Company & Contact Information v1.0

Last updated: 17th March 2015

Section 1) Company and subsidiary information

Out of the Blue Arts and Education Trust (sometimes trading as 'Out of the Blue') is a Company Limited by Guarantee with charitable status with two trading subsidiaries, The Bongo Club Limited (trading as 'The Bongo Club') and Out of the Blue Productions (trading as 'The Drill Hall Arts Cafe', 'The Out of the Blue Cafe'). 'A LA KART' is a brand of Out of the Blue Productions.

Out of the Blue Arts & Education Trust (trading as *Out of the Blue, Drill Hall*)

Scottish Charity number - SC 022812

Company registration number – SC235075 (Registered in Scotland)

Registered Office - The Out of the Blue Drill Hall, 36 Dalmeny Street, Edinburgh, UK, EH6 8RG

Trading Address - The Out of the Blue Drill Hall, 36 Dalmeny Street, Edinburgh, UK, EH6 8RG



Out of the Blue Productions (trading as *Drill Hall Arts Cafe*)

Company registration number – SC286271 (Registered in Scotland)

VAT number - 998 8806 24

Registered Office - The Drill Hall, 36 Dalmeny Street, Edinburgh, UK, EH6 8RG

Trading Address - The Drill Hall, 36 Dalmeny Street, Edinburgh, UK, EH6 8RG



The Bongo Club Limited (trading as *The Bongo Club*)

Company registration number – SC236377 (Registered in Scotland)

VAT number - 828 1402 43

Registered Office - 66 Cowgate, Edinburgh, UK, EH1 1JX

Trading Address - 66 Cowgate, Edinburgh, UK, EH1 1JX



Section 2) Contact information

If you require assistance, please visit the '**Contact Us**' section on our website. Alternatively, send an email to marketing@outoftheblue.org.uk. Our phone number can be found in the footer of outoftheblue.org.uk.

Our offices are located at **36 Dalmeny Street, Edinburgh, United Kingdom EH6 8RG**. The opening hours of the office is 9am to 4pm Monday to Friday and reception is open from 10am to 5pm Monday to Saturday (excluding holidays).

This document

Section 1) Alterations and revisions

Out of the Blue Arts & Education Trust reserve the right to alter this document at any time (*by removing or adding content to*). Therefore we recommend users check back here often for the most up to date version (date last changed can be viewed under the title). A later version of this document succeeds an earlier version.

Section 2) Definitions

Wording	Definition
'Out of the Blue'	Out of the Blue Arts & Education Trust and subsidiaries.
'Third Party Events'	Events organised by non-OOTB personnel, eg a Yoga class.
'Customer'	The person who purchases tickets.
'Event organiser'	The entity or person responsible for organising and running the event.

Wording	Definition
'Using the website'	Visiting the website on an electronic device.
'Multimedia'	Images, Audio, Video & Text.
'General Pages'	<i>Informative pages and posts which do not require user interaction.</i>