

High Peak Community Arts Privacy Policy

In line with the Data Protection Act 1998 and the General Data Protection Regulation 2018 (GDPR), High Peak Community Arts takes your privacy seriously and will ensure that your personal data is safe and kept confidential. This Privacy Policy outlines how and why we use your personal information. The terms of this statement may change, so please check it from time to time.

1. Background

High Peak Community Arts (HPCA) is a registered charity and exists to create opportunities for people to participate in creative arts, and develop their quality of life through self-expression, focussing on people who have least access to the arts.

We work with agencies, special needs groups, schools, community organisations and individuals to generate participatory arts projects across the High Peak.

In order to fulfil this role HPCA holds personal data (including email addresses, contact details, learning and access requirements, and photographic and video images) to promote and carry out our programme of activity. Our main methods of communication with our supporters, members and project participants are via e-newsletter, social media, email, telephone and post.

2. Membership

HPCA is a membership organisation and anyone can become a Member and help shape the direction of the organisation by voting at the AGM and applying to join the Board of Trustees.

All participants, parents signing consent for participants under 18, and volunteers are automatically Members for the period they participate in projects. They can choose to carry on this membership to continue to receive information. Anyone can sign up to our mailing list without being a member.

3. What do we use the information for?

If you have given us permission to email you by signing up to our mailing list, we use this information to send you copies of our newsletter direct to your email inbox. We make sure details are up-to-date and accurate. If you ever wish to unsubscribe from our newsletter, our mailings have an unsubscribe link included.

If you have signed up yourself, or for your child/children, to participate in one of our projects, or if you have been referred to us by one of our partner agencies, we use the personal information that you/the referrer have supplied to us to tailor our activities and interventions so that they are the best they can possibly be for you/your child/a referred family member. We have partnerships with agencies where we share information for safeguarding or vital reasons, e.g. schools or health providers.

If you have signed up to a workshop or events through our Eventbrite page, we use the information supplied by you to organise and run the event.

The lawful basis that we use for processing the data is that either:

- You have given us your consent, e.g. to receive our newsletter

Or

- You are a Member and the processing is necessary for the purposes of legitimate or vital interests pursued by the Data Controller (HPCA). In this case the legitimate interest is to carry out the objectives of the organisation.

Example: We are legally required to invite all members to our Annual General Meeting.

Example: We will contact you with information specific to the project you are taking part in.

Example: We share information of concern with our partner agencies, or health professionals, in accordance with our duty of care.

4. Who will we share your personal data with?

We will not pass on or sell your information to a third party for their marketing purposes. Any information we disclose about you, other than for purposes as mentioned within this policy, will be when required to do so by law, or for safeguarding purposes.

Specific elements of the HPCA programme require us to share personal information with third parties such as health professionals, youth workers, teachers and other sector organisations who directly support the programme.

In the course of our work we use third party websites (Wordpress, Eventbrite, Twitter, Dropbox, SurveyMonkey), which are compliant with GDPR.

5. How long do we keep your data?

Our Record Retention Policy is to review Members' records annually, as follows:

	Contact details	Personal information
Members – Participants who haven't contributed to a lasting artwork.	Retained no more than 18 months after the end of the funded project joined, for evaluation purposes.	Retained no more than 18 months after last contact with participant.
Members – Participants who have contributed to a lasting piece of artwork.	Retained indefinitely, with record of artwork, for commemoration and recognition purposes.	Retained no more than 18 months after last contact with participant.
Members – not Participants	Retained until 2 year after last contact.	N/a
Friends	Retained until 2 year after last contact.	N/a
Mailing list recipients	Retained until recipient unsubscribes from the service.	N/a

Leaving Members can request their details be removed from our records at any time.

6. Your rights

It is important to us that you receive the maximum benefit from the HPCA programme and are able to participate in all aspects knowing that we are treating your personal data in an appropriate, safe and confidential way. The new law gives you certain rights and you can read these in full at <https://ico.org.uk/for-organisations/guide-to-the-general-data-protectionregulation-gdpr/>.

You are entitled to see information we hold on you and request amendments. This is called a Subject Access Request. You need to put your request in writing, and prove to us your identity by supplying original or notarised ID. It is important that you prove your identity before we can send you any details. If you require this information, please email Susie Bennett, Finance and Administration Manager, on susie@highpeakarts.org.