



Cinderford Artspace Privacy Notice

About this Notice

Artspace Cinderford are committed to maintaining the trust and confidence of our supporters and to safeguarding the privacy of all of our participants and visitors. When we ask you for personal data, we will be clear about what the data is being collected for how it will be used, how long we will keep it for and who it will be shared with. We collect personal data from you when you register to join our mailing list, become a member, enrol on our courses or attend our events. This information is protected by UK data protection law. The data we collect from you is important and helps us to understand our customer base and meet your needs. We will only use your personal data for the purposes for which we collected it. If we need to use your personal data for a different purpose, we will notify you and we will explain why we need to do so.

What information do we collect about you and why do we need it?

In order to run our courses, we may collect, store and use the following kinds of personal data:

- contact details such as name, title, addresses, telephone numbers and personal email addresses
- date of birth
- gender
- marital status
- national insurance number
- nationality
- education history
- employment status
- photographs or videos identifying you personally (after written consent has been obtained)

In order that we can report to our funders with information relating to the demographics of the groups and communities we work with, we may also collect, store and use the following “special categories” of personal data, for example, information about;

- race or ethnicity
- health, medical conditions or disabilities
- sexual orientation

NB: Information provided to our funders is **always** anonymised.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information may be because:

- (a) Your consent. You are able to remove your consent at any time. You can do this by contacting the Data Protection Officer (Jim Bell, Development Director jim@artspacecinderford.org)
- (b) We have a contractual obligation, for example, because we work with a statutory body such as the NHS or county council.
- (c) We have a legal obligation, in the case of safeguarding children or vulnerable adults.
- (d) We have a legitimate interest, for example collecting learner enrollment data.

How will we use your personal data?

Learners - Enrolment/signing up to a course

As part of the registration process for all of our workshops, courses and projects, we collect personal information as described in 'what information we collect about you'. Some fields on our registration forms are optional but certain fields are mandatory. We use the information you provide us with for several reasons: To contact you regarding the course on which you are enrolling, for example so that we can make you aware of any class cancellations. To make sure that we are able to meet your needs and keep you safe while you are at our centre by being aware of any specific health needs or disabilities you may have. We will also use the details to contact your designated person in the event of an emergency. Finally we may use the information to contact you if we need to obtain or provide additional information; to check our records are correct and to check every now and then that you're happy and satisfied.

Volunteer sign up forms

If you sign up to become a volunteer for the organisation, we collect personal information as described in 'what information we collect about you', in addition we will also ask you to provide contact details for two references. We use the information you provide us with to; contact you regarding volunteering opportunities within the organisation. To contact you in the event of a cancellation of a class you're volunteering in. We may use the information to contact you if we need to obtain or provide additional information; to check our records are correct and to check every now and then that you're happy and satisfied.

Artspace Membership

If you sign up to become an Artspace member, we collect personal information as described in 'what information we collect about you'. We use the information you provide us with to; send you notification of our AGM and other newsletters and programmes with information about the organisation and its work. We may use the information to contact you if we need to obtain additional information; to check our records are correct and to check every now and then that you're happy and satisfied.

Newsletter Sign Up

As part of the registration process for our e-newsletter/e-mailing list, we collect your name and email address only. We use that information for a couple of reasons: to tell you about our charitable work, projects, courses, events and fundraising initiatives; to contact you if we need to obtain additional information; to check our records are correct and to check every now and then that you're happy and satisfied. We don't rent, sell or trade email lists with other organisations and businesses (third parties).

We use a third party provider, MailChimp, to deliver our newsletter. We gather statistics around email opening and clicks using industry standard technologies to help us monitor and improve our e-newsletter. For more information, please see [MailChimp's privacy notice](#). You can unsubscribe to general mailings at any time, day or night by clicking the unsubscribe link at the bottom of any of our emails or by emailing our data protection officer: Hannah Elton-Wall hannah@artspacecinderford.org

Visitors to our Website

When someone visits www.artspacecinderford.org we use a third party service, Google Analytics, to collect standard internet log information and details of visitor behaviour patterns. We do this to find out things such as the number of visitors to the various parts of the site. This information is only processed in a way which does not identify anyone. We do not make, and do not allow Google to make, any attempt to find out the identities of those visiting our website. If we do want to collect personally identifiable information through our website, we will be up front about this. We will make it clear when we collect personal information and will explain what we intend to do with it.

Links to Other Web Sites

This privacy notice does not cover the links within this site linking to other websites. Those sites are not governed by this Privacy Policy, and if you have questions about how a site uses your information, you'll need to check that site's privacy statement.

Data sharing: who do we share your data with and why?

Some of Artspace's funders (eg Arts Council England or Gloucestershire County Council) request that we collect certain information for monitoring purposes. For example, you may be asked about ethnicity or disability which helps us to monitor equality and diversity, or, about your health and any additional needs/requirements you may have. We may share anonymised personal information with our funders, particularly Arts Council England, who use this data to understand the impact of their funding and investment in Artspace.

Data security

Our electronic data is kept on password protected computers to prevent your personal data from being accidentally lost, accessed, used, altered or disclosed in an unauthorised way. Sensitive electronic data is kept on encrypted, password protected documents and can only be accessed by authorised members of staff.

All paper copies of personal information are stored in a secure, locked cupboard which can only be accessed by authorised staff members for legitimate use. All out of date personal information will be destroyed.

Data retention

We will only retain your personal data for as long as it is necessary to fulfil the purposes for which we collected it, including satisfying any legal, accounting, or reporting requirements. To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of the personal data, the purposes for which we process personal data and whether we can achieve those purposes through other means, as well as any relevant legal requirements. In some circumstances we will retain personal data indefinitely, generally for the purposes described above. In some circumstances we may anonymise [or pseudonymise] your personal data so that it can no longer be used to identify you after a certain time period.

Access to Your Personal Information

You are entitled to access the personal information that we hold about you, this is referred to as a 'subject access request'. To request access to the information we hold about you, email your request to our data protection officer Jim Bell jim@artspacecinderford.org

You also have a right to have your personal data corrected, if it is inaccurate or incomplete and a right to request the deletion or removal of your personal data where data is no longer necessary for the purpose for which it was collected. If you want to exercise your rights as described above you should contact us by emailing our data protection officer Jim Bell jim@artspacecinderford.org

Data Protection Officer

We have appointed a Data Protection Officer to oversee compliance with this Notice. If you have any questions about this Notice or how we handle your personal data, please contact the DPO:

Jim Bell

Email: jim@artspacecinderford.org

Changes to this Privacy Notice:

This Notice was last reviewed 06/06/24. We keep our privacy notice under regular, annual review and may update this notice at any time without prior notice.