

The Arts Charity at Dean Clough (ACDC) DATA PROTECTION POLICY



www.artscharitydeanclough.org



01422 383500



info@artscharitydeanclough.org



Charity No. 1170751

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GDPR is the General Data Protection Regulations is a regulation which the European Parliament, the European Union and the European Commission introduced in 2018 to strengthen and unify data protection for all individuals within the European Union (EU). The UK Government, as part of the EU at that stage, adopted GDPR in 2018 and it remains the regulation which governs data protection in the UK.

What information does the GDPR apply to?

GDPR applies to 'personal data' meaning any information relating to a person who can be directly or indirectly identified, so can include: name and address, contact information, anything to do with medical matters or employment history but also includes identification number, location data or online identifier (reflecting changes in technology and the way organisations collect information about people).

GDPR applies to both automated personal data and to manual filing systems where personal data are accessible according to specific criteria. This could include chronologically ordered sets of manual records containing personal data.

Data covered by the Act that ACDC may hold includes:

- information held electronically
- information in manual files containing specific criteria relating to individual
- information intended to become part of one of the above systems

ACDC is responsible for any breach of GDPR that it may make.

Data protection principles

ACDC is committed to processing data in accordance with its responsibilities under GDPR. Article 5 of GDPR requires that personal data shall be:

- processed **lawfully, fairly** and in a **transparent** manner in relation to individuals;
- **collected for specified, explicit and legitimate purposes** and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes;
- **adequate, relevant and limited** to what is necessary in relation to the purposes for which they are processed;
- **accurate** and, where necessary, **kept up to date**; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;
- **kept in a form which permits identification** of data subjects for **no longer than is necessary** for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals; and

- **processed in a manner that ensures** appropriate **security of the personal data**, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

General provisions

- a. This policy applies to all personal data processed by us
- b. The Responsible Person shall take responsibility for the Charity's ongoing compliance with this policy.
- c. This policy shall be reviewed at least annually.
- d. We will register with the Information Commissioner's Office as an organisation that processes personal data.

Lawful, fair and transparent processing

1. To ensure our processing of data is lawful, fair and transparent, we shall maintain a Register of Systems which will include information on where data is held and in what format
2. The Register of Systems shall be reviewed annually.
3. Individuals have the right to access their personal data and any such requests made to us shall be dealt with in a timely manner.

Lawful purposes

1. All data processed by us will be done on one of the following lawful bases: consent, contract, legal obligation, vital interests, public task or legitimate interests
2. Where consent is relied upon as a lawful basis for processing data, evidence of opt-in consent shall be kept with the personal data.
3. Where communications are sent to individuals based on their consent, the option for the individual to revoke their consent will be clearly available and systems are in place to ensure such revocation is reflected accurately

Data minimisation

1. We shall ensure that personal data held is adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.
2. We ensure that only relevant people have access to appropriate data for the purposes of providing a service to individuals

Accuracy

1. We take reasonable steps to ensure personal data is accurate.
2. And where necessary, we will ensure that personal data is kept up to date.

Archiving/removal

1. To ensure that personal data is kept for no longer than necessary, we have in place an archiving protocol in which personal data is reviewed to ensure we do not retain information after it is required
2. The archiving policy shall consider what data should/must be retained, for how long, and why.

Security

1. We ensure that personal data is stored securely using software that is kept-up-to-date.
2. Hard copies of data are kept securely in a locked filing cabinet
3. Access to personal data is limited to personnel who need access and appropriate security is in place to avoid unauthorised sharing of information.
4. When personal data is deleted this is done safely such that the data is irrecoverable.
5. Appropriate back-up and disaster recovery solutions are in place.

ACDC Data is stored as follows

Personal data including Emergency Contact details for all ACDC artists is stored in the locked cupboard in the ACDC office, which is also locked whilst unattended. The documents are also stored on the Administrator's laptop, which is only accessible via a secure password. The Mailchimp database is by subscription only, and the information is stored on the website via a secure password. Artists details are also on the Sage accountancy system, but will only be accessible via a secure password. Once Artists have left their personal data is removed from the relevant files. Personal information sent via email is sent via a password protected document, with the password issued separately to the document (ie to the Accountants).

Breach

In the event of a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data, we will promptly assess the risk to people's rights and freedoms and, if appropriate, inform those potentially affected. We will also, again if appropriate, report this breach to the Information Commissioners Office.

Signed: Roger Standen

Role: Chairman on behalf of the Board of Trustees

Date: 9.5.23

Reviewed: 13.2.25