



## DATA PRIVACY POLICY

### 1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the charity's possession, or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

### 2. Who we are

Here at Prism Arts we are committed to protecting your personal information and making every effort to ensure that your personal information is processed in a fair, open and transparent manner.

For further information about our privacy practices please contact us on 01228 587691 or by e-mail at [office@prismarts.org.uk](mailto:office@prismarts.org.uk)

### 3. How do we process your personal data?

Prism Arts complies with its obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes: -

- To administer receipt of monies to the charity and payments by the charity
- To ensure we meet our safeguarding obligations
- To administer participant records;
- To fundraise and promote the interests of the charity;
- To manage our employees and volunteers;
- To maintain our own accounts and records (including the processing of gift aid applications)
- As needed in pursuing Prism Arts core activities
- To inform you of news, events and activities of Prism Arts

### 4. What is the legal basis for processing your personal data?

- Explicit consent of the data subject so that we can keep you informed about news, events and activities

- Processing is necessary for carrying out legal obligations in relation to Gift Aid or under employment, social security or social protection law, or a collective agreement;
- Processing is carried out by Prism Arts provided: -
  - the processing relates only to staff, trustees, volunteers, freelance artists, participants and individuals specifically named for safeguarding purposes
  - there is no disclosure to a third party without consent.

### **5. Sharing your personal data**

Your personal data will be treated as strictly confidential and will only be shared if needed to carry out our activities listed in 3. And 4. above and will mainly be used so that our staff and volunteers can support you. Your personal data will not be shared more widely without your specific consent

### **6. How long do we keep your personal data<sup>1</sup>?**

We will only keep your personal data for as long as is reasonable and necessary for the relevant activity, which may be to fulfil statutory obligations. Further information can be found in our data retention and security policy.

### **7. Your rights and your personal data**

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which Prism Arts holds about you;
- The right to request that Prism Arts corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for Prism Arts to retain such data;
- The right to withdraw your consent to the processing at any time
- The right to request that Prism Arts provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable) [*Only applies where the processing is based on consent or is necessary for the performance of a contract with the data subject and in either case the data controller processes the data by automated means*].
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data, (where applicable) [*Only applies where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority); direct marketing and processing for the purposes of scientific/historical research and statistics*]
- The right to lodge a complaint with the Information Commissioners Office.

### **8. Further processing**

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

---

## **9. Contact Details**

To exercise all relevant rights, queries or complaints please in the first instance contact The Data Protection Lead, Prism Arts on 01228 587691 or by e-mail at [office@prismarts.org.uk](mailto:office@prismarts.org.uk)

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.