

## **Westminster Arts (trading as Resonate Arts) PRIVACY NOTICE**

As an arts organisation offering events and projects for people living with memory loss, Resonate Arts needs to hold and process information about people on our data base. Some of this information is personal data; this means it can be used to identify you. The law gives you rights around what happens to this personal information.

This Privacy Notice tells you who we are, what information we will collect, how we will use it, how we will keep it and who we will share it with.

### **About Resonate Arts**

Resonate Arts is a charity and company limited by guarantee. Our registered company address is 12 Carlton House Terrace London SW1Y 5AH

More information about us can be found on our website at [www.resonatearts.org](http://www.resonatearts.org)

The Data Protection Officer for Resonate Arts is Kathryn Gilfoy. She can be contacted on 020 732 2702 or [kathryn@resonatearts.org](mailto:kathryn@resonatearts.org)

### **What information we process about you and why**

This is the information we will collect/process and how we will use it:

<b>Data collected / processed*</b>	<b>Purpose</b>
<b>Personal details:</b> Name and contact details (address, phone numbers, email address)– whatever you have given to us as the best way of getting on touch with you	To contact you about projects or events we think you might be interested in, or for you to pass on to someone who may. Your postcode is also used in monitoring to shows we are working with people across the borough
Next of kin – we ask for this when you start a project with us	To contact someone you have nominated in an emergency
What kind of artforms you are interested in	So we know what to contact you about
Photographs of you taken during projects	For publicity NB we will ask you to give your written consent for these when we take them and what you are happy for us to use them for
Your gender and ethnic background	NB You are not obliged to give this information in order to take part in projects or stay on our mailing list, but it is requested by our funders to show we are working with a diversity of participants

Information in relation to your disability, long term illness or health condition	This is information either you give us (or for the person you are referring) with your consent which we need to keep in order to support you to take part
Records and notes during the course of your time with us	So that we remember what projects you have done and whether you enjoyed them
Risk assessments and other specialist assessments eg for a project, where your needs in particular are considered	To meet Health and Safety legislation and requirements
Accident or incident data	To meet Health and Safety requirements

\* Some of the above information that we need to collect is sensitive in nature i.e. it is considered to be in a special category - your health and support needs (physical/ mental health issues or mobility problems), ethnic origin

### **Keeping your information**

We will keep this information whilst you remain on our mailing list and for a year afterwards. We will store your information securely in computer systems or in certain circumstances in manual files in a locked drawer. We will dispose securely of all information when it is no longer necessary.

### **Who we will share your information with**

- Other health or arts agencies we refer you to with your consent
- Details about your preferences and needs only, to artists and volunteers working on the project to help them prepare the session/event
- We may share your information with your emergency contact if we think this is important to you, and in all cases with your permission where possible
- We may share your information with the police, fire or ambulance services in an emergency in order to help you

We only share the minimum amount of personal data necessary to enable us to fulfil our legal obligations.

We will not sell your personal data.

### **Lawful basis for collecting and processing your information**

The law says that we have to meet a legal condition under GDPR and the Data Protection Act 2018 before we can process (including sharing) your personal data. The conditions which apply for the personal data that we process are:

**Consent:** We ask for your explicit consent to process information about your health so that we can tailor our services to meet your needs.

**Necessary to protect your vital interests:** for example, to contact a relative if you have an accident.

**To monitor equality of opportunity:** this allows us to monitor diversity statistics about the ethnicity and disability to meet our obligations under equality and diversity law.

We do not share, or transfer, your personal information to any third countries outside of Europe or those without adequate levels of protection for the rights and freedoms of individuals over their personal data.

### **Your rights**

You have the following rights set out in law concerning your personal information – the right to:

- be informed about how we process your personal data (which is why we have developed this Privacy Notice);
- have access to a copy of the personal information we collect and keep (known as a Subject Access Request);
- have inaccurate or incomplete personal data rectified;
- restrict processing of your personal data in certain circumstances, for example when you are contesting the accuracy or you object to the processing;
- object to processing for direct marketing or for the company's legitimate interests or performance of a task in the public interest, or for purposes of scientific/historical research and statistics
- have your personal data erased in certain circumstances where there is no compelling reason to continue processing it;
- object to automated decision making that would affect you significantly, in certain circumstances;
- claim compensation for damages caused by a breach of the Data Protection Act (this can only be done via the Courts); and
- at any time, withdraw your consent for us to use or share your special category personal information where you have previously given us your consent for this.

**Automated decision making**

Resonate Arts does not use automated decision making to make decisions about participants

**Cookies**

Resonate Arts does not use cookies on our website

**Questions and concerns**

If you have any questions about the way in which we collect, process and store your information please speak to the Protection Officer.

**Right to lodge a complaint**

If you have concerns about the way in which Resonate Arts has handled your information you can speak to the Independent Information Commissioner's Office. Go to <https://ico.org.uk/concerns/> for more details or phone 0303 123 1113.