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**ARTSPACE BRIGHTON**

**PRIVACY NOTICE**

This notice is to help studio members and volunteers at Artspace to understand how and why we collect personal information about you and what Artspace does with that information. It also explains the decisions that you can make about your own information.

If you have any questions about this notice please contact Rosie Sauvage, Voluntary Operations Manager at artspace.brighton@gmail.com

What is personal information? Personal information is information that identifies you as an individual and relates to you. This includes your contact details, next of kin and financial information. CCTV, photos and video recordings of you and your art work – these all count as personal information.

**How we collect personal information**

Personal information for studio members comes from the referral form completed when you start at Artspace.

Personal information for volunteers comes from the application form completed when you apply for your role at Artspace.

**How do we use your personal information**?

There are several ways we use your information;

* For the day to day running of the studio
* To manage membership of the studio and administer the studio
* To liaise with referrers
* To inform how we can best work with studio members
* To work with our volunteer team for the efficient running of Artspace
* To provide Newsletters and publicise events we run

**How is this information stored and shared?**

All information is stored electronically in the gmail account.

Information may be shared with the person who supported your referral to Artspace and to other relevant professionals with your consent.

Photographs of studio members and your artwork may be used in marketing and promoting Artspace.

Personal information may be shared with funding organisations with your consent.

**Our legal grounds for using your information**

**Legitimate interests**

Artspace relies on legitimate interests for most of the ways in which it uses your information. This means that Artspace uses your personal data in accordance with the legitimate interests of the studio so long as these are not outweighed by the impact on you and does not involve special or sensitive types of data.

Specifically, Artspace uses personal information for direct marketing or fundraising or to put on exhibitions of your artwork. As a registered charity we may share information with the Charity Commission to ensure that we maintain our charitable status

**Legal obligation**

Artspace may need to use your information in order to comply with a legal obligation, for example in line with the Safeguarding Vulnerable Groups Act 2006.

**Necessary for a contract** We will need to use your information in order to perform our obligations under a contract with you, for example, we need your name and contact details so that we can send you tickets for a concert that you want to attend.

**Vital interests** For example, to prevent someone from being seriously harmed or killed.

In addition, we may ask for your consent to use your information in certain ways. If we ask for your consent to use your personal information you can take back this consent at any time. Any use of your information before you withdraw your consent remains valid.

If you have any questions or concerns about the Artspace’s legal grounds for processing your information, please contact Rosie Sauvage, Voluntary Operations Manager at artspace.brighton@gmail.com

**How will we contact you?**

In order to keep studio members and volunteers informed of news about Artspace and its activities, we will contact you from time-to-time. This may be in the form of a monthly e-newsletter, annual magazine, direct personalised contact (i.e. email, telephone), letters and event invitations.

If, at any time, you do not wish to hear from us about a particular matter, via a certain communication channel, or at all, you can let us know at any time by contacting artspace.brighton@gmail.com

**How long do we keep your information for**?

In all cases, Artspace will only retain personal data securely and only in line with how long it is necessary to keep for a legitimate reason.

For studio members, we will keep your personal data for 1 year after you stop attending the studio. If you are referred to Artspace but then do not become a studio member, we will delete your information after 6 weeks.

For volunteers, we will keep your personal data for one year after you leave your volunteer role.

If you have any specific queries about how this policy is applied or wish to request that personal data that you no longer believe to be relevant is considered for erasure, please contact Artspace by email at artspace.brighton@gmail.com.

However, please bear in mind that Artspace may have lawful and necessary reasons to hold on to some data.

**What decisions can you make about your information?**

From May 2018 Data Protection legislation gives you a number of rights regarding your information. Some of these are new rights whilst others build on your existing rights. Your rights are as follows:

 **Rectification**: if information is incorrect you can ask us to correct it.

 **Access:** you can also ask what information we hold about you and be provided with a copy. This is commonly known as making a subject access request. You may also ask for other supplementary information, such as why we use this information about you, where it came from and what types of people we have sent it to**.**

**Deletion**: you can ask us to delete the information that we hold about you in certain circumstances. For example, where we no longer need the information.

**Portability**: you can request the transfer of your information to you or to a third party in a format that can be read by computer. This applies where (a) the information has been provided by you; (b) the basis that we are relying on to process your information is consent or contract; and (c) the information is being processed by us on computer.

**Restriction**: our use of information about you may be restricted to simply storing it in some cases. For example, if you tell us that the information is inaccurate we can only use it for limited purposes while we check its accuracy.

**Object**: you may object to us using your information where we are using it for direct marketing purposes; the legal ground on which we are relying is legitimate interests; or we are using it for historical or scientific research purposes or archiving purposes. For example, we may keep photographs of your work for historical reasons.

To exercise any of your rights you can submit your request in writing to Rosie Sauvage at artspace.brighton@gmail.com