



## **Privacy Policy**

### **1. Blackfield Creatives Privacy Policy**

This Privacy Policy sets out the data processing procedures for Blackfield Creatives CIC and describes how we securely manage and retain personal information.

Blackfield Creatives is registered with the Information Commissioners Office. Our Registration Number is: ZB543413

### **2. What is Blackfield Creatives?**

The objects of the Company are to manage and deliver activities which benefit the community and encourage and enable everyone to experience and enjoy the Arts, Culture and Heritage through different cultural experiences. There is a focus on engaging with new audiences and those who may feel excluded within a community. The purpose of the organisation is to use the Arts as a catalyst for bringing communities together.

Blackfield Creatives is a registered community interest company. With respects to the management of your personal information, Blackfield Creatives is the Data Controller.

### **3. What is personal data?**

Personal data is any information relating to an individual which can identify them, either directly or indirectly. This definition provides for a wide range of personal identifiers to constitute personal data, including your name, an identification number, your location details or other online identifiers.

### **4. How do we process your personal data?**

We comply with the relevant legislation, including the UK General Data Protection Regulations (GDPR). Information provided by anyone involved in activities delivered by Blackfield Creatives, its staff and volunteers is treated in strict confidence.

### **5. What is the legal basis used by Blackfield Creatives for processing your personal data?**

When we provide services to an individual, we use the legal basis of 'Legitimate Interest'.

## **6. Why do we collect your personal data?**

The personal data we collect, and hold, is provided by the individual to whom it relates or their parents/guardians. This data may be shared with us for a variety of reasons, such as:

- To participate in a cultural event, such as a creative workshop or exhibition
- To be included in photographs taken during cultural events;
- To subscribe to our communications package

## **7. What do we use your personal data for?**

- To provide evidence for feedback and impact reports, as required by funding authorities. Your data will be anonymised so that you cannot be identified, unless you give your specific consent.
- To keep you informed of any relevant news, events or announcements that you might be interested in.

## **8. Sharing your personal data**

We will only pass your personal data to a third party if we are assured that they:

- abide by the requirements of all relevant data protection and privacy legislation;
- treat your information as carefully as we would;
- only use the information for the purposes it was provided.

## **9. Exceptional Circumstances**

Your information is considered confidential except in extreme circumstances such as:

- serious risk of harm to you or to others around you;
- when your behaviour presents a serious risk to the legal rights of others;
- when staff have been placed in a position that compromises their professional integrity;

## **10. How long do we keep your personal data?**

We may retain data to inform our current and future activities and will only hold it for as long as required. When we no longer need this information, we will always dispose of it securely.

## **11. Storing your information**

All personal data we hold in electronic format on our IT system is securely stored.

## 12. Your rights

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

- the right to be informed about the collection and use of your personal data;
- the right to request a copy of the personal data which Blackfield Creatives holds about you. This request can be submitted either in writing, via e-mail or verbally;
- the right to request that Blackfield Creatives corrects any personal data if it is found to be inaccurate and incomplete. This request can be submitted either in writing, via e-mail or verbally;
- the right to request that your personal data is erased. This request can be submitted either in writing, via e-mail or verbally. This right is not absolute and only applies in certain circumstances;
- the right to withdraw your consent to Blackfield Creatives processing your data at any time;
- the right to request that the Blackfield Creatives transmits your data directly to another data controller, where possible. This is known as the right to data portability and there are certain criteria which have to be applied;
- 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;
- the right to lodge a complaint with the Information Commissioner's Office.

If you wish to exercise any of these rights, please contact **the Operations Director at Blackfield Creatives**, by email at [blackfieldcreatives@hotmail.com](mailto:blackfieldcreatives@hotmail.com)

If you believe that your complaint has not been resolved to your satisfaction, you can also contact the Information Commissioners Office on **0303 123 1113**, by email at <https://ico.org.uk/global/contact-us/email/> or write to the **Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF**.

## 13. Changes to our Privacy Policy

Any future changes to our Privacy Policy will be made available on our website at [www.blackfieldcreatives.com](http://www.blackfieldcreatives.com)