



## Cartwheel Arts Privacy Notice May 2018

We take your personal privacy very seriously at Cartwheel Arts. We have created this privacy notice to explain how we collect, store, manage, process and protect any personal information. It includes the types of information that we might hold, how and where we'll use it and how we'll look after it.

If you want to contact us about our privacy notice, or anything to do with your data at Cartwheel Arts then please contact Lucy on [admin@cartwheelarts.org.uk](mailto:admin@cartwheelarts.org.uk), 01706 361300 or by post: Cartwheel Arts, 110 Manchester Street, Heywood, Lancashire, OL10 1DW.

### **How we collect personal information:**

- You request to join our mailing list
- You participate in one of our projects
- You are or become a staff member / Trustee / volunteer
- You work for us as a freelance practitioner
- You make a donation
- You visit our website

We'll always make it clear what data we are collecting from you.

The following data and information may also be collected when you visit our website:

- IP address
- Referring website
- Web browser and device
- Cookies
- Time and date of visit
- Pages visited
- Location

### **Images / Video:**

- We don't have CCTV at Cartwheel Arts, although some of the venues that we hire for projects may do - we don't have access to this.
- We often take photos and/or video and sound recordings at our events and project sessions. We will ask for your consent to do this, if you refuse then we'll ask you to wear a badge so that the photographer can see that you don't want to be photographed. At larger events where it is not feasible to ask for individual consent, we will clearly indicate that photographs / video is being taken and how to withdraw consent.

**Why:**

We collect personal information to fulfil legal and contractual requirements, or if we feel that there is a legitimate interest, or if you have given us consent to do so.

- If you are taking part in a project then we need to hold your contact details so that we can keep you informed.
- Often, our funders will require us to collect information about the projects that we are delivering. You will always be told what this is. Most of the data is statistical or anonymous so can't be linked to an individual. We will get your express permission to use anything that is personally identifiable such as a case study.
- Lots of our projects produce outputs such as video, print, art work or content for websites and press releases. We will always ask for your consent to use this.

We will only collect sensitive personal information, such as health, disability, economic situation if we are contractually obliged to, or if it is to help to keep you safe. For example, if you are coming on a trip with us then we would need to know if you are asthmatic or have a nut allergy etc.

**What you can expect from us:**

- We'll never provide any of your information to a third party without your permission
- You have the right to challenge us about any information that we hold relating to you
- You have the right for your details to be removed from our systems (database and newsletter)
- We may compile statistical data from time to time (for our Impact Report, to report to funders etc) but this will never include references to particular individuals
- We will never, ever sell or give our mailing lists to a third party
- We store any information as securely as possible. Anything stored digitally is password protected and paper records are stored in secure cabinets.

**Your rights**

- If you receive our newsletter then you can unsubscribe at any point
- You have the right 'to be forgotten' and request that all of your details are removed from our systems
- You can request details of the personal information that we hold about you by contacting Lucy on [admin@cartwheelarts.org.uk](mailto:admin@cartwheelarts.org.uk), 01706 361300 or by post: Cartwheel Arts, 110 Manchester Street, Heywood, Lancashire, OL10 1DW and asking for the description of the information that you would like to see, and some ID.