

Information Governance and Data Protection Guidelines for Freelance Practitioners

Cartwheel Arts take personal privacy very seriously and it is also a legal requirement to handle data responsibly under UK General Data Protection Regulation (UK GDPR), tailored by the Data Protection Act 2018.

As a valued member of our freelance team, you may be responsible for handling sensitive or personally identifiable data including: name and contact details, gender, In Case of Emergency contact details, financial details, health and wellbeing data, projects accessed, images, video, artwork, publications.

It is your responsibility to ensure that this information is kept safe and secure whilst it is in your care. When you no longer require the data, please ask your contact at Cartwheel Arts whether it should be returned to the organisation or destroyed. This applies to both electronic and paper information. We want to ensure that you are comfortable and confident in handling data so please ask if you require any further information or feel that you have training needs.

Everybody is entitled to make a Subject Access Request to request copies of any personal information that Cartwheel Arts hold about them, this includes emails and letters. If / when you are corresponding about an individual with Cartwheel Arts, please ensure that you write factual information and use a respectful tone.

We generally ask session leaders to fill in registration forms and/or registers and Image / Video / Content consent forms. We would ask that you use the full first name and the first initial of the surname. You are responsible for ensuring that this information is stored and shared with Cartwheel responsibly.

Each participant must be given a postcard that tells them how Cartwheel Arts will use and look after their data. You will be informed if it is part of your role to give this information out. If a participant wants further information, then please give them the office contact details (below).

If there is a data breach (data is lost or stolen) then you must inform the Operations and Development Manager at Cartwheel Arts, immediately by phone 01706 361 300 (if no one answers you must leave a message but do not disclose personal information on this message) or email admin@cartwheelarts.org.uk with subject: "Data Breach".

Our Breach Management Plan will be put into action and your cooperation in this process will be required.

This guidance must be followed alongside any further guidance or instructions in your contract.

You must also read our Privacy Notice in full and be aware of where to access our Information Governance Policy & Procedures – please speak of a member of staff if in doubt.

Privacy Notice can be found via: <https://www.cartwheelarts.org.uk/privacy-notice/>
To access our Information Governance Policy & Procedures please visit our website: <http://www.cartwheelarts.org.uk/about-us/policies/>