



Hebden Bridge Arts

Privacy Policy

February 2024

1. KEEPING YOUR INFORMATION SAFE

At Hebden Bridge Arts we take great care to ensure information is kept securely and used appropriately. Our staff, freelancers and trustees are fully aware of their legal and professional obligations to protect your information.

Data Protection Officer:

Lisa Graham, Company Secretary, Hebden Bridge Arts

Postal Address: c/o The Town Hall, St George's Street, Hebden Bridge, HX7 7BY.

Email: contactus@hebdenbridgearts.co.uk

Information We Hold About You:

- Ticket Purchases: Name, postcode, email address or telephone number
- Mailing List: Name, postcode and email address
- Project participant photography / filming consent forms
- Equality monitoring data (anonymised)
- Feedback forms following project involvement (can be completed anonymously)
- Suppliers & contracted artists: Name of act / business, address, point of contact details, payment details, DBS checks.
- Staff, freelancers, volunteers and trustees: Name, address, contact details, conflicts of interests, references and in some cases, role application data.

No personal data is collected beyond the minimum necessary for each specific purpose of the processing, and your data will be securely destroyed once there is no longer any need to keep it, in line with our Retention Policy.

Consent To Sharing Your Information

When we collect data, you will be asked for your consent either directly or with opt-in and opt-out.

Why Do We Need to Collect Your Data?

We collect and process information about you to evaluate and audit our programme and projects and to see who uses our services. This data is useful for our funders to assess our activity and outputs from specified grants in achieving our project goals.

How Your Data Is Stored?

Your data is held on a Cloud storage platform run by Dropbox Inc. All extensive data security measures are in place, including limited and essential access to key personnel only.

Sharing Your Information Without Consent:

We will usually tell you before we share your information. However, there are times when we may need to share your information without your consent, for example:

- Where there is a risk of harm to you or other people
- Where a serious crime, such as assault, is being investigated or where it could be prevented
- Where there is a legal requirement, for example a road traffic offence has been committed

Sharing Information with Other Organisations:

We do not share any personal data with any third parties; however we use anonymised equality and diversity monitoring from ticket purchases and project participant information for funding data capture and evaluation purposes.

2. YOUR DATA RIGHTS

All our data collection fully complies with the General Data Protection Regulation (Regulation (EU) 2016/679) and the wider Data Protection Act 2018 (DPA 2018).

You are entitled to the following rights:

- the right to access;
- the right to rectification;
- the right to erasure;
- the right to restrict processing;
- the right to object to processing;
- the right to data portability;
- the right to withdraw consent;
- and the right to request that you are not subject to a decision based solely on automated processing, including profiling.

If you wish to exercise any of these rights, please contact the Information Governance Lead listed below, who will respond in accordance with the above Act. If the purpose of our data collection changes you will be informed and consent reobtained.

Unsubscribing or requesting your data be deleted

If you would like to unsubscribe or have your data deleted from any of our records at any time, please contact our Information Governance Lead at the address below.

Information Governance Lead:

Lisa Graham, Company Secretary, Hebden Bridge Arts.

Postal Address: c/o The Town Hall, St George's Street, Hebden Bridge, HX7 7BY.

Email: contactus@hebdenbridgearts.co.uk

Any individual requests for information on what data we hold on them is actioned within 30 days.

This Privacy Policy can also be viewed on our website, at www.hebdenbridgearts.co.uk