

Confidentiality Statement

Community Arts Partnership respects everyone's right to privacy. We need to store and share information about members and participants to ensure safety, effective communication and for monitoring purposes.

How we use and store data

Data can be held both digitally (e.g. a computer file or online) and in hard copy (i.e. on paper).

Digital Data Storage

Data and databases are stored on a NAS (network-attached storage) server and the connected PCs are password protected.

It can only be accessed by office staff with a username and password.

When using email, staff have a responsibility to ensure that security is maintained by:

- always using the BCC field when sending to multiple email addresses
- taking care to delete private information when using message forwarding
- only sharing contact information with express permission
- signing out of email when away from the PC

Hard Copy Data Storage

Data held in hard copy centrally is kept securely in locked cabinets. Documents in use during the working day are returned to locked cabinets before the office closes.

Equal opportunities monitoring

Community Arts Partnership stores monitoring information about participants and staff/volunteers. When we receive a completed monitoring form, the information is processed digitally and paper copies are held to support legal compliance of the sponsoring funder. Community Arts Partnership will never publish or pass on this information in a way that could identify someone individually.

Other information

If someone discloses information to Community Arts Partnership which gives us a reason to believe that they (or someone else) are at risk, we might have to pass the information on - even if the person doesn't agree. Full details of our disclosure policy can be read in the Community Arts Partnership Child & Vulnerable Adults Protection Policy documents.

Under the Data Protection Act (1998) all participants have the right to see what information is held about them, and can do so by putting their request in writing to the Chief Executive.

Adopted and approved at NBCAI t/a CAP board of directors meeting, 21st September, 2017