

Confidentiality Statement

Privacy

Community Arts Partnership respects everyone's right to privacy.

We respect the rights of individuals to have control over their personal data (See Data Protection Policy at the following link

<https://www.capartscentre.com/wp-content/uploads/2014/04/Data-Protection-Policy.pdf>)

as well as the expectation that Community Arts Partnership will ensure that all personal information held by the organisation is handled in a lawful, responsible and secure manner.

Data Collection

Community Arts Partnership needs to collect, store and share information about members and participants to ensure safety, effective communication and for monitoring and evaluation purposes.

Community Arts Partnership needs to collect, store and share information in order to comply with financial, funding and other legal requirements.

How we store data

Community Arts Partnership, stores data in both digital (e.g. a computer file or online) and in hard copy format (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. This information 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.

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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.

Vulnerable Adults

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.

<https://www.capartscentre.com/wp-content/uploads/2014/04/CAP-Child-V-Adult-EOPS-Policy.pdf>

Individual Rights

Under the General Data Protection Regulation (GDPR 2018) all participants have the following rights

1. The Right to be informed
2. The Right to access
3. The Right to rectification
4. The Right to erasure
5. The right to restrict processing
6. The right to data portability
7. The right to object
8. Rights in relation to automated decision making and profiling

Information regarding these rights can be found at the following link

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

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Community Arts Partnership
The ARC (Arts Resource Centre)
Floors 1 & 2
7 Donegall Street Place,
Donegall Street,
Belfast BT1 2FN

To exercise your rights under the General Data Protection Regulation (GDPR 2018) please write to

Community Arts Partnership
Chief Executive
Conor Shields
7 Donegall Street Place
Belfast BT1 2FN

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Belfast
City Council

