

Data Protection Policy

Community Arts Partnership is committed to following the principles and provisions of the General Data Protection Regulations (GDPR 2018) in ensuring that all personal information held by the organisation is handled in a responsible and secure manner which respects the rights and privacy of the individual concerned.

GDPR 2018 regulates what can lawfully be done with information by a 'data controller' (anyone who obtains personal information about others) and gives individuals rights in controlling how data about them is obtained, used, stored and managed.

The GDPR 2018 outlines those rights as

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 accessed at the following link

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

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

Community Arts Partnership is required to collect, store and share information in order to comply with financial, funding and other legal obligations.

Community Arts Partnership, through distribution of our sector wide online communications, The Weekly, The Monthly; through the delivery of our annual arts projects and our social economy projects is required to collect, store and share information from participating groups and individuals to ensure project effective project delivery, communication and for monitoring and evaluation purposes.

Information we may hold includes:

Personal
Monitoring
Work related
Name



Date of birth
CV
Address
Gender
References
Contact details
Disabilities
Bank details
Next of kin
Ethnicity
Disciplinary record
Medical conditions/ allergies
Sexuality
Sickness record
Incident reports
Religion
Appraisals
Criminal record

The ways in which data is stored and used by is detailed in the Confidentiality Statement.

That statement can be accessed at the following link

<https://www.capartscentre.com/wp-content/uploads/2014/04/Confidentiality-Statement.pdf>

Community Arts Partnership's obligations

All the personal data we hold must be:

1. Fairly and lawfully processed

Any data we handle is managed in accordance with the principles outlined in the Confidentiality Statement and this Data Protection Policy to ensure fair and lawful processing

2. Processed for limited purpose; adequate, relevant and not excessive

We only ask for and retain personal information which is needed:

to safely and effectively operate the organisation

for monitoring purposes to ensure we are meeting our responsibilities in terms of Equal Opportunities

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to produce anonymous statistical information about our organisation for the purpose of attracting funding or reporting to current funders

We will not use information for any other purpose without consent.

3. Accurate

We will do our best to ensure that all data recorded is accurate. When notified of any changes or corrections to personal information we will endeavour to make amendments as soon as possible.

4. Not kept longer than necessary

We keep personal data for everyone who is active in our organisation. When a person leaves Community Arts Partnership, we will retain pertinent data for as long as it is needed (e.g. to ensure accuracy in an end of year report).

In the case of employees, we will retain details and records of employment in accordance with statutory requirements and for as long as deemed necessary should legal proceedings arise.

5. Secure

Data will be kept in a secure system whether manual or computerised to the best of our ability at all times. See the Confidentiality Statement for further information on data storage.

6. Not transferred to other countries without consent

We will not transfer data to countries which do not have comparable legal protection without the subject's consent. In the unlikely event that the need to share data in this way arises, we will seek individual consent before proceeding.

7. Processed in accordance with the data subject's rights

We will ensure all data is processed in accordance with your rights, which are outlined below.

Rights

The General Data Protection Regulations (GDPR 2018) gives an individual the following rights as a "data subject."

1. The right to be informed

Individuals have the right to be informed about the collection and use of their personal data. This is a key transparency requirement under the GDPR 2018.

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

2. The right of access

By putting a request in writing are entitled to:

be told if Community Arts Partnership holds personal data and why

be told the source of the data

have a copy of the data within 1 month (confidential references are excluded from disclosure)

(see details of CAP's address below)

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

3. The Right to Rectification

The GDPR 2018 gives individuals the right to have personal data rectified. Personal data can be rectified if it is inaccurate or incomplete. By contacting the organisation we will endeavour to correct information as soon as is practicable.

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

4. The right to erasure

The right to erasure, also known as the Right to be Forgotten, enables an individual to request the deletion or removal of personal data where there is no compelling reason for that data to be held or processed.

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

5. The Right to restrict processing

The GDPR 2018 allows individuals the right to block or suppress processing of personal data. The Data Controller can retain and store information but that information cannot be processed.

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

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6. The Right to data portability

Individuals have the right to obtain and re-use data for their own purposes.

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

7. The Right to Object

The GDPR 2016 allows for the right to object to processing based on legitimate interests or the performance of a task in the public interest/exercise of official authority (including profiling); direct marketing (including profiling), and processing for scientific/historical research and statistics.

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

8. Rights in relation to automated decision making and profiling.

The GDPR 2018 has additional rules to protect individuals if CAP makes solely automated decision making that has legal or similar effects on the individual.

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/rights-related-to-automated-decision-making-including-profiling/>

Community Arts Partnership will uphold all of the designated rights outlined in the GDPR 2018.

Promotional Material.

Community Arts Partnership will always seek consent from groups and individuals regarding receipt of our marketing material, The Weekly, The Monthly and other material which highlights our activities.

Community Arts Partnership will always seek consent from groups and individuals who participate in the organisation's arts projects, social economy projects, or events at the Arts Resource Centre, for receipt of our communications.

If groups or individuals do not wish to receive communications from the organisation, inform us and we will remove the information from our mailing list.

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If you are an active member of a Community Arts Partnership group, you will receive information about that group. If you do not wish to receive information inform us and we will remove the information from our mailing list.

Community Arts Partnership will never share personal data with other organisations for marketing purposes.

How we use Cookies on our websites

Cookies are small text files that are placed on your machine to help the site provide a better user experience. In general, cookies are used to retain user preferences, store information for things like shopping carts, and provide anonymised tracking data to third party applications like Google Analytics.

As a rule, cookies will make your browsing experience better, however, you may prefer to disable cookies on this site and on others. The most effective way to do this is to disable cookies in your browser. We suggest consulting the Help section of your browser or taking a look at the About Cookies website which offers guidance for all modern browsers.

The following is necessary in the operation of the CAP website.

Our Website Will:

- Allow you to share pages with social networks such as Facebook, Twitter, Instagram (If available)
- Save your login for any password protected areas
- Track the pages visited via Google Analytics – no personally identifiable information, like your IP address, is kept or used.

This website will not:

- Share any personal information with third parties.

Who to contact

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

Community Arts Partnership
Chief Executive Officer
Conor Shields
7 Donegall Street Place

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

Belfast
NI
BT1 2FN

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Belfast
City Council



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