

## Data Protection Policy

Open Arts is committed to following the principles and provisions of the General Data Protection Regulations (GDPR 2018) in ensuring that all personal information held by us 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/>

Open Arts is required to collect, store and share information about staff, freelance personnel, volunteers and participants to ensure safety, access, effective communication and for monitoring and evaluation purposes.

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

Open Arts through the delivery of our programmes and 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	Address	Next of kin
Monitoring	Gender	Ethnicity
Work related	References	Disciplinary record
Name	Contact details	Medical conditions/ allergies
Date of birth	Disabilities	Sexuality
CV	Bank details	

Sickness record  
Incident reports

Religion  
Criminal record

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

All the personal data we hold must be:

**Fairly and lawfully processed**

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

**Processed for limited purpose; adequate, relevant and not excessive**

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

- to safely, accessibly and effectively operate the organisation and arts programmes
- for monitoring purposes to ensure we are meeting our responsibilities in terms of Equal Opportunities 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.

**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.

**Not kept longer than necessary**

We keep personal data for everyone who is active in our organisation. When a person leaves Open Arts, we will retain appropriate 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.

**Secure**

Data will be kept in a secure system whether manual or computerised to the best of our ability at all times.

**Not transferred to other countries without consent**

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

**Processed in accordance with the data subject's rights**

We will ensure all data is processed in accordance with individual 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.

### **2. The right of access**

By putting a request in writing are entitled to:

- be told if Open Arts 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)

### **3. The Right to Rectification**

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

### **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.

### **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 (used).

### **6. The Right to data portability**

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

### **7. The Right to Object**

GDPR gives individuals the right to object to the processing of their personal data in certain circumstances.

Individuals have an absolute right to stop their data being used for direct marketing.

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

The GDPR has additional rules to protect individuals if anyone makes solely automated decision e.g. if Open Arts uses a recruitment aptitude test using pre-programmed algorithms and criteria.

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

**Promotional Material.**

Open Arts will always seek consent from groups and individuals regarding receipt of our marketing material, which highlights our activities.

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

Who to contact

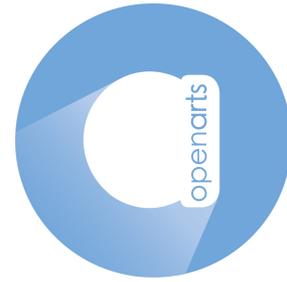
To exercise your rights under the General Data Protection Regulations (GDPR 2018) please write to:

Eileen Branagh, CEO  
[Eileen@openartsni.org](mailto:Eileen@openartsni.org)

**Agreed 23<sup>rd</sup> November 2018**

**Review November 2021**

## Confidentiality Statement



Open Arts respects everyone's right to privacy. We need to store and share information about staff, freelance personnel, volunteers and participants to ensure safety, accessibility and 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 password protected online storage connected to staff emails, which are password protected; staff computers are also password protected. Data is also stored on our finance system, SAGE, which is also password protected.

When using email, staff members 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 in our office (e.g. invoice files, service level agreements), which is never left unattended and unlocked as a rule. Sensitive hard copy data is stored in locked cabinets.

### Equal opportunities monitoring

Open Arts 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. Open Arts will never publish or pass on this information in a way that could identify someone individually.

### Other information

If someone discloses information to Open Arts, 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 Open Arts Safeguarding Policy documents.

**Agreed 23<sup>rd</sup> November 2018**  
**Review November 2021**

