



ARTSPEAK
Art, Activities & Friendship
FOR NOTTINGHAM'S 60+

Managing Our members Personal Data

ArtSpeak has responsibilities when collecting data, meaning that we are responsible for the collection, storage, use and disposal of any personal data collected when you sign up and engage with our programme.

By Personal Data we mean any information relating to you as an individual who can be identified by that data, or from that data and any further information which is likely to come into the possession of the data controller. We take our responsibility very seriously and this document sets out the approach we will adopt.

In order to understand if we are on track of our aims for the ArtSpeak project we need to routinely collect information from members and the people we work with or those who volunteer to work with us.

The data we gain and retain for any period will be collected from members with their consent, this could include:

- Signing a consent form
- Signing up to become a member when registering for a loyalty card
- Signing up to become a volunteer
- Signing up to become an ArtSpeak Ambassador

We will ensure that when consent is given, individuals will have as much information as possible about what the data collected is to be used for.

Any personal data will only be shared for specific lawful purposes and when the appropriate consent has been obtained.

The following information is designed to support members by allowing choice about whether to give consent to the collection, retention and analysis of their personal information and to provide reassurance that their information will be handled fairly and properly.

Information we will collect will include:

- Name and address – to allow us to contact you in relation to the activities and projects you want to access.
- Your email – we want to determine the easiest way people want to be contacted and kept updated so we will collect a variety of means for communication. Using e-mail is more sustainable and saves resources.
- Your telephone number – to allow us another means to contact you
- Your age – our project is for people aged 60 + and for the engagement of young people (By young we mean 18 – 30 years old) as volunteers
- The number of people living in your home – this is important for monitoring and understanding if we are reaching specific target groups. We need to understand if you live alone and if there are other people in your household that might be interested in taking part in the programme.
- Your ethnic origin – this will help us track diversity of people who benefit from our work as we try to be inclusive in what we offer, particularly to underrepresented groups in the city.
- The number of activities and the type of activities members participate in.

All the above information is required by our primary funder, The Big Lottery, under the terms of our grant. We collect this information to help us track what activities individuals engage in and determine any benefits derived from engagement in ArtSpeak. We will look at whether people come to more than one type of activity, the location, dates and times of the activities they attend.

ArtSpeak Privacy Notice

What we will use this information for:

Our aim when collecting and analysing personal information is to improve the planning and delivery of our programme. We will set up ArtSpeak hubs, run activities, projects and workshops where there is a desire and an interest for them. We are also working in partnership with some of the city's cultural venues; working together to understand uptake and demand for culture from the city's older generation. We want to engage with as many people as possible within Nottingham by providing the type of activities local people aspire to and want to participate in.

How we will manage your personal data –

Electronic data

Your information will be entered into a database. All our data will be password-protected within its storage.

We will use the stored information to help us analyse members and understand who we're reaching which will determine if we need to extend our reach.

Paper data

Paper records of your personal details will be held in secure lockable filing cabinets.

The data processed by ArtSpeak will not be shared with any third-party organisations or individuals without the consent of the member who is the subject of the data. Exceptions to this include the sharing of data to prevent a crime or to safeguard an individual. Any reports produced as a result of the data analysis will be strictly anonymised to prevent the identification of individuals. Information in this format will be retained for two years, after this time we will contact members to ask if they want to remain on our database and continue to engage with ArtSpeak.

In line with all information held we are committed to the safe storage of data to abide by data protection and will ensure the security and integrity of personal information.

We will maintain confidential files of accurate and relevant information and observe all relevant legislation, with reference to the Data Protection Act. Only members of staff working on the project will have access to personal information.

This notice is intended to provide you with enough information to be able to decide whether or not you are happy for us to collect and retain your information. Your consent would allow us to collect, retain and use your information. You can refuse consent, in which case none of your information can be collected or retained. You can change your mind at any point and withdraw this consent, by making us aware of your choice and contacting us to notify us of your decision to withdraw. Once we are aware of your decision, we are legally obliged to destroy any personal information relating to you that we have on file unless there is a clear legal imperative for us to do otherwise.

You have a right to see any records that we hold about you, both on paper and electronically via a digital device.

Our Privacy Notice

Should you wish to discuss any issues about the information we hold please contact us at this address:

ArtSpeak – Radford Centre, Prospect Street, Radford, Nottingham. NG7 5QE.

Telephone - 0115 978 6133.

We will endeavour to respond to your request as soon as possible and at the latest within ten working days from the receipt of the request.

We aim to keep data and any recorded information as accurate and up to date as possible. Therefore, the personal information that we hold will only be genuinely effective to help improve our work if we are able to keep it accurate and relevant. We are aware that information held for two years risks becoming out of date and can lose its value.

Therefore, while we would like to keep in touch in order to continually refresh the personal information we hold, we will also take measures to destroy older information at set times (for example two years after it has been collected). Should you feel that you have cause for complaint about the way in which your information has been collected, stored or used, please feel free to contact us via the address previously mentioned or by telephone.