

Henshaws Arts and Crafts Centre

Privacy Notice for Artmakers

Purpose of this document is to inform you about how we collect and process your personal information. This privacy notice has been prepared in accordance with UK General Data Protection Regulation (UK GDPR), Data Protection Act 2018 and National Data Guardian's 10 Data Security Standards

Who we are

We are Henshaws Arts and Crafts Centre. We offer a diverse range of workshops and art programmes for adults with disabilities, ranging from jewellery and paper to woodwork and horticulture. Our address is: 50 Bond End, Knaresborough, North Yorkshire, HG5 9AL and you can contact us at this number: 01423 541888. We are a part of Henshaws, a charity registered under number 221888.

Henshaws is a "data controller" of personal data and gathers and uses certain information about Artmakers. This means that we are responsible for deciding how we hold and use personal information about you. Under data protection legislation, we are required to notify you of the information contained in this privacy notice.

This notice does not form part of any contract to provide services and we may update this notice at any time.

Why do we collect your personal information

- To provide you with workshops and support
- To keep you safe and help in emergencies
- To ask for your views and improve our services
- To share news about our workshops

How do we collect your personal information

We collect the majority of your personal data directly from you, your guardians, care providers or legal representatives, at the application and initial assessment stage. We update this information during your relationship with us. We will contact you regularly to ensure information we hold about you is up to date.

What personal information do we collect and process

- Your name, date of birth, gender, ethnicity
- Your contact details
- Education Health and Care Plan if you have one
- Emergency contact details
- Information about your health or support needs (to help keep you safe)
- Notes about the workshops you attend including attendance
- Photos or videos (only if you agree)
- Your name will be used on art you created when displayed

Lawful basis for processing your personal information

At Arts and Crafts Centre Legitimate Interest is the lawful basis for the vast majority of our data processing. In some cases “Performance of Contract”, “Legal Obligation” for compliance purposes, and “Consent” (primarily for marketing) will be used. On rare occasions, to protect someone’s life, we will refer to “Vital Interests” as the lawful basis.

Where do we store your personal information

Personal data is stored electronically on Microsoft cloud services and Charity’s own servers. We also use management information systems like Dynamics 365, CPOMS and Databridge MIS which store data in their cloud based systems, as well as store electronic documents on our own network. Access to these systems is password protected and for trained employees only in accordance with Henshaws’ Data Protection, Acceptable IT Use and Employee Code of Conduct Policies. Data can be also stored in paper form, this information is stored in secure and locked locations.

Who do we share your personal information with

Externally, due to legal or statutory obligations we might share your data with Local Authorities, Care Quality Commission, NHS, Care providers and Safeguarding Boards. We also might communicate on your behalf with services that supplement our offer, e.g. transport providers.

How long do we keep your personal information

We do not store personal information longer than necessary. We are required legally and contractually to keep different elements of your health and care records for agreed periods of time. Any data collected based on consent can be deleted at any time on request.

International Data transfers and Automated Decision Making

Henshaws Arts and Crafts Centre do not store or transfer any of your personal data outside of Europe and we don't use any fully automated decision making processes at our Centre.

What rights do you have regarding your personal information

You have a number of rights over your personal information, which are:

- the right to make a complaint to the Information Commissioner's Office (ICO) if you are unhappy about the way your personal data is being used – please refer to the ICO's website for further information about this (<https://ico.org.uk/>),
- the right to ask us what personal information about you we are holding and to have access to a copy of your personal information,
- the right to ask us to correct any errors in your personal information,
- the right, in certain circumstances such as where our use of your personal information is based on your consent and we have no other legal basis to use your personal information, to ask us to delete your personal information,
- the right, in certain circumstances such as where we no longer need your personal information, to request that we restrict the use that we are making of your personal information;
- the right, in certain circumstances, to ask us to review and explain our legitimate interests to you,
- the right, where our use of your personal information is carried out for the purposes of an agreement with us and is carried out by automated means, to ask us to provide you with a copy of your personal information in a structured, commonly-used, machine-readable format.

Contact

If you would like to discuss anything within this privacy notice or have a concern about the way we are collecting or using your personal data, we request that you contact us at dataprotection@henshaws.org.uk in the first instance.

We have appointed a data protection officer (DPO) to oversee compliance with data protection and this privacy notice. If you have any questions about how we handle your personal information which cannot be resolved by Henshaws then you can contact the DPO on the details below:

Data Protection Officer:	Judicium Consulting Limited
Address:	5th Floor, 98 Theobalds Road, London, WC1X 8WB
Email:	dataservices@judicium.com
Web:	www.judiciumeducation.co.uk