



Data Security & Retention policy

Introduction

This document explains the data retention policy for Ilkley Arts when handling personal information, and the security used for storing that data.

Ilkley Arts does not hold personal sensitive data, nor does it share or sell personal data with any third parties.

Data held and its usage

Personal details are held for the purposes described below.

Mailing list

Email addresses are held for individuals who have expressly supplied their details for the purpose of receiving news and updates from Ilkley Arts. No addresses are obtained from third parties. No addresses are shared with any third parties. All emails sent contain an option for the recipient to unsubscribe from further correspondence.

The mailing list is held within the 'Mailchimp' application. (mailchimp.com). Security, including password protection and data backup, is provided and managed by the supplier of the application.

The list is managed by a nominated Trustee, who regularly reviews which email addresses are inactive, reviewing accuracy and removing inactive addresses.

Artists' data

Artists data is collected via application forms for participation in Ilkley Arts events that make clear the purpose of collecting the data and what it will be used for. This comprises name and address, contact numbers and emails. It will also include details of the media they work in and examples of their work. This is stored electronically with password protection and data back up using Microsoft applications, Google drives and Mailchimp. Only the Trustees have access to this data.

For unsuccessful applications, the artists data will be deleted once it is clear they are no longer being considered for the event they applied for, unless by agreement.

Where an artist does take part in an Ilkley Arts event, the data will be held for seven years from the date of the last event in which they participated and will include the dates and nature of events in which they have participated. This is to allow Ilkley Arts to investigate any claim made against it by the artist or members of the public attending events.

Ilkley Arts also maintains a directory of Artists who have participated in events on its website. This is with the express agreement of the artists as appears in the application

form. Listings are removed upon request. The list is held within a password protected Microsoft Excel document on a private section of the Ilkley Arts website.

Volunteers

Ilkley Arts has a number of volunteers who provide assistance with organising and stewarding events.

Their data is collected via application forms that make clear the purpose of collecting the data and what it will be used for. This comprises name and address, contact numbers and emails.

Volunteer details will be held for seven years from the date of the last event in which they participated and will include the dates of events for which they have volunteered. This is to allow Ilkley Arts to investigate any claim made against it by the volunteer or members of the public attending events. The list is held within a password protected Microsoft Excel document on a private section of the Ilkley Arts website.

Funders / Donations

Where Ilkley Arts receives donations from named individuals, the name, address and contact details for those individuals will be recorded along with the date and amount of the donation(s). This data will be retained for seven years by the charity's bookkeeper.

Employee / Contractors

Where Ilkley Arts pays an individual for any work, the name, address and contact details for the individual will be recorded along with the date and amount of the payment. This data will be retained for seven years by the charity's bookkeeper.

Individual rights and data breach

The General Data Protection Regulation gives people several rights in relation to information that Ilkley Arts holds about them. Such people have the right to see the personal information we hold about them. If anyone makes a Data Subject Access Request, we may charge a small fee - if so, we must let them know. People can make such a request by emailing ilkleyarts@gmail.com with the subject line: "Data Subject Access Request". People also have the right to object to processing of their personal information or ask us to restrict processing of their personal information or delete the information we hold about them. They can exercise these rights by emailing ilkleyarts@gmail.com with the subject line: "Use of my personal information". If anyone believes we have breached their rights in relation to personal information, they can email us at ilkleyarts@gmail.com with the subject line: "Concerns about my data protection rights". If we are unable to satisfy them in relation to their concerns and rectify the situation, they may also raise a concern with the Information Commissioner's Office <https://ico.org.uk/concerns/handling/>.

In the event of any loss of data or a suspected breach in data security that results in personal data being lost or made available to third parties, the Chair of Trustees should be notified immediately. The chair will then consult with other trustees to decide on the appropriate course of action, which will include notifying those affected by the incident.

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