



## Venture Arts Privacy Policy

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This policy will tell you how we collect and look after your personal data and why. It also tells you your legal rights in terms of the personal data that we hold. We will not collect any personal data that we do not need in order to provide you with these services, and we will not continue to hold this information after we no longer need it.

## 1. Who We are

We are Venture Arts, an organisation that makes and promotes visual art by and with learning disabled people.

Venture Arts is a Registered Charity, number 1176385 and a Company Limited by Guarantee, number 10823617. Our registered office is: 43 Old Birley Street, Hulme, Manchester.

This privacy policy sets out how Venture Arts uses and protects any information that you give us. Venture Arts is committed to ensuring that your privacy is protected.

We only collect personal data about you which is legal and necessary to the services that we provide or for which you give us consent.

## 2. What do we mean by personal data?

Personal data is information that identifies you.

The personal data we collect may be:

- Your name, address, email address and phone number
- Additional data, such as your equalities information and detailed information about you and your needs.
- Photographs or videos of you, if you attend one of our projects or events.

## 3. Why do we collect information from you?



In order for us to deliver the most relevant services and activities to you, we need to collect and hold your personal data.

We collect your data for the following purposes:

- To make sure we keep you safe while you are accessing our services.
  - For internal record keeping, particularly if you give, or want to give, us feedback or to make a complaint.
  - For statistical reporting, particularly to our funders, though this will be kept anonymous wherever possible.
  - For market research purposes
  - From time to time we may contact you about any new events or promotions
- You may be a subscriber to our monthly newsletter, which informs subscribers about our events and projects. You might have signed up to our newsletter via our website, or one of our staff might have asked you if you would like to subscribe to it. We keep this data under the lawful basis of legitimate interest, and we believe it is in your interest to keep receiving our emails so that you are informed about our services and events. You can of course unsubscribe at any time via the link on every email we send out.
- To process an order, payment for our service or donation that you have made
  - To carry out our obligations with you in respect of a contract entered into by you and us
- We review our retention periods for personal information on a regular basis. We are legally required to hold some types of information to fulfil our statutory obligations (for example the collection of Gift Aid). We will hold your personal information on our systems for as long as is necessary for the relevant activity, or as long as is set out in any relevant contract you hold with us.
- If you are one of our paying studio participants, we keep your data under lawful basis of performing a contract, as we will need to process your data in order to provide the service that you would expect.
- We also use personal data, particularly images, to share and promote our work.

### **Photographs and films:**

We often take photographs and film at our sessions and events that may be used by Venture Arts for our website/s, flyers, publicity. We will only share photos of you and/or data about you with your permission. (We will also check with you first that you are happy for us to take your photograph or film).



Occasionally organisations that work in partnership with us, fund us or want to tell people about our work may also wish to use film or photographs but we will only do this by providing you full details and gaining your consent prior to sharing.

If you are unhappy about this, please tell us. We will make sure that we do not take any photographs/films of yourself and that you will not appear in any group photographs or films that may be used in our publicity.

You can do this by speaking to a Venture Arts staff member on the day of an event/project or by writing to us via email at [info@venturearts.org](mailto:info@venturearts.org) or by calling us on 0161 232 1223

#### **Children aged 16 and under**

Children aged 16 or under should seek the permission of a parent or guardian before providing personal information.

## **4. How do we collect information from you?**

You may give us your personal data by:

- filling in one of our forms, on our website or a hard copy
- signing up to our email newsletter
- telling us about your details over the phone or email, or in another way that you choose
- attending one of our projects or events and having photographs or videos taken of you

When we ask you for this data, we will always tell you why, and we will ask you to confirm that you are happy for us to collect it.

We may use your information to:

- Contact you with the information you have specified an interest in

## **5. Who has access to your information?**

We do not sell information to third parties.

We do not share information with third parties for use in marketing campaigns.



We will never pass on your personal data to anyone else or any other organisation without your consent. We would only ever pass on your data to another organisation if we were required to do so by law, in the circumstances detailed below:

1. Where we are legally required by law to disclose your personal information, for example, a matter concerning safeguarding.
2. To further fraud protection and reduce the risk of fraud.

We may have to share common information with third parties who are working on our behalf for example companies who are processing payments on our behalf or who provide us with software we utilise to store data, such as accountancy information, our bank, our data systems. They are only provided with the information required in order to undertake their services to us and are not permitted to utilise any of this information to carry out their own marketing.

## 6. Your choice about information we keep about you

Under the law, you have the right to ask us not to use your data for marketing purposes or to share it with partner organisations. You also have the right at any time to ask us what personal data we are holding about you, and to correct or delete this data, with the exception of criminal data.

You can ask us to remove your personal information at anytime.

You can do this by writing to us via email to [info@venturearts.org](mailto:info@venturearts.org) or by post to Venture Arts, 43 Old Birley Street, Hulme, Manchester

We will remove the information and show that we have done this if you ask us.

## 7. How we keep your information safe

We ensure that we are keeping your data safe and secure by putting appropriate security measures and systems in place and training our staff. For example, we keep data electronically on a secure, password-protected server, backed up by a reputable cloud back up service that processes data within European Law. All information about our clients and staff are kept locked and electronically password protected.

We train all of our staff who are likely to come into contact with your data to understand how they should process it and ensure it is always safe and accurate.



### **Data breaches:**

If someone gets hold of your private information from our database and we don't know about it, we will immediately review how we store information to find out what might have happened. If someone gets hold of a lot of private information, we will tell the Information Commissioner's Office.

### **Our Emails**

All the emails we send from Venture Arts have addresses ending @venturearts.org

Any opinions expressed in emails sent from Venture Arts are those of the individual and not necessarily the organisation.

Emails and any files transmitted with them are confidential and solely for the use of the intended recipient.

If you are not the intended recipient or the person responsible for delivering emails to the intended recipient, be advised that you have received an email in error and that any dissemination, distribution, copying or use is strictly prohibited.

If you have received an email in error, please accept our apologies for our mistake. To let us know an email has gone astray please send it back to info@venturearts.org. If you are concerned about the content of this message, please email info@venturearts.org

## **8. Cookies and websites**

### **Cookies**

If cookies are used they will only be used to assist the purposes set out in this privacy policy, but cookies will not be used if we do not consider them to be necessary.

If you prefer not to receive cookies, you can adjust your internet browser to refuse cookies or to warn you when cookies are being used. This site will work more efficiently if receipt of cookies is enabled but it will still operate correctly if you disable cookies.

### **Links to other websites**

Our website may contain links to enable you to visit other websites of interest easily. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.



## 9. How to get in touch

If you have any queries, you can contact with us about anything in this policy:

By email: [info@venturearts.org](mailto:info@venturearts.org)

By phone: 0161 232 1223

By post: Venture Arts, 43 Old Birley Street, Hulme, Manchester, M15 5RF.

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