

DATA PROTECTION NOTICE

YOUNG MASTERS VISUAL ARTS SCHOOL CREATIVE HUB

Purpose of this Notice

This Notice explains how Young Masters Visual Arts School Creative Hub (Charity Registration 1174558), will collect and use your personal data.

Please see below more information on the activities covered by this Notice.

Throughout this Notice, "Young Masters" "we", "our" and "us" refers to Young Masters Visual Arts School Creative Hub.

We are the data controller for personal data that we process about you.

Change in the law

Until 24 May 2018 we process your personal data in accordance with the Data Protection Act 1998 (or DPA for short). From 25 May 2018, we process your personal data in accordance with the General Data Protection Regulations (or GDPR for short).

This Notice complies with requirements under both DPA and GDPR.

Anything you are not clear about

If there is anything you are unclear about, please contact our Data Protection Officer, who will be happy to answer any queries you may have concerning this Notice or the way in which we process your personal data.

The Data Protection Officer's contact details are provided at the end of this Notice.

Where does Young Masters get your personal data from?

We obtain personal data regarding you from the following sources:

When you provide contact details about yourself and your children to us for classes

When you provide contact details about yourself and your children to us for outreach activities

Categories of personal data being processed

We collect and process personal data about you.

The data we may process includes: Your title, name

- Your child's name
- The school, college or FE provider where child/adult studies
- Your child's special educational needs and disabilities
- Your child's financial status (to access reduced costs if applicable)
- Your contact information (address, telephone, email, social media)

- Digital photographs of parents/carers during class sessions and events
- Digital photographs of children during class sessions and events
- Digital photographs of visitors to our events and outreach sessions
- Information that individuals have decided to share with us (for example, email correspondence)
- As with most websites certain actions you take will be recorded anonymously as cookies by Young Master's websites.

The purposes for which we process your personal data

We process your personal data for the organisation and administration of our classes and for child protection and safeguarding purposes.

ADDITIONAL NOTICES & GUIDANCE

Anonymised data

Your data may, when anonymised and no longer constituting personal data, be used to support Young Masters when making applications for funding and when designing activities.

Due Diligence

Please note that if you wish to make a gift to Young Masters we may process your personal data, for due diligence purposes, to allow financial transparency for the charitable accounts.

Keeping your data up to date

We will update the data we hold on you from time to time. For example, if you provide us with new contact details or in response to your request for your data to be updated.

Who can see your data?

Your data is held securely by Young Masters. Access is strictly controlled and staff receive training on data protection.

We will not sell or share your data with third parties.

Communications

We will communicate with you by email, post and telephone. In particular we regularly communicate with people via email for the following purposes:

- To share news about Young Masters curriculum and classes
- To request class payments
- To invite you to events
- To invite you to support our fundraising activity

If, at any stage, you are concerned about the content of these communications, eg. Unwanted marketing information, or wish to change the method of communication we use, please contact our Data Protection Officer to unsubscribe.

Retention

Young Masters will retain personal data until the individual asks us to remove it from our records. We will routinely remind you of your right to have us remove your personal data.

Any personal data held will be deleted should you not respond to our attempts to contact you, or should you state that you want us to remove your personal data.

Your rights as a data subject

Under GDPR you have the right to:

- access your personal data that we process
- rectify inaccuracies in personal data that we hold about you
- be forgotten (have your details removed from systems that we use to process your personal data)
- restrict the processing in certain ways
- obtain a copy of your data in a commonly used electronic form
- object to certain processing of your personal data by us

Please see <https://ico.org.uk> for further information on the above rights. You may also contact the Data Protection Officer for further information.

You have a right to complain to the Information Commissioner's Office about the way in which we process your personal data. Please see <https://ico.org.uk>.

Concerns and contact details

If you have any concerns with regard to the way your personal data is being processed or have a query with regard to this Notice, please contact our Data Protection Official, Virginija Knowles at youngmasters@idleartstudio.com

Our postal address for data protection issues is Merchants Quay, Ashley Lane, BD17 7DB

Our telephone number is 07753 513 869

Last updated: 22/05/2018