



## Creative Futures Data Privacy Notice, 2018

This document outlines how we hold and process your data, as covered by the General Data Protection Regulation (GDPR) 2018.

### **Data Subjects**

Data subjects are the people who take part in our activities, and those who deliver any aspect of our work, i.e. anyone about whom we store data. In some cases the data subjects are children, in which case their data is provided willingly by their parent, carer, or school.

### **What we do with your personal data?**

We use your personal data:

- To help us plan suitable and appropriate activities
- To keep you informed about those activities
- To monitor and evaluate the effectiveness of the activities in meeting our goals, and the goals of any funders or partners involved. Sometimes this involves working with third parties, evaluators or researchers, to assess the impact of our programmes.

We can do this because we have a legitimate interest in knowing who is participating in our programmes and how successful the activities are at meeting their goals.

### **Your right to withdraw consent at any time**

You can tell us that you no longer wish us to use your data in this way and, if you do, we must stop using it as soon as is reasonably practical.

### **Your right to require the erasure of your data (right to be forgotten)**

If you no longer wish us to have or use your data you can tell us to remove your data completely from our records and we must do so as soon as is reasonably practical.

### **Who gets to see your personal data?**

We only share your personal data with other people when it is necessary to do so in order for us to run our programmes effectively. Examples of this can include:

- Sharing contact data with marketing companies (e.g. we use Mailchimp for our newsletters)
- Sharing feedback, questionnaire responses or other evaluation materials with third party evaluators or researchers.
- (For employees and contractors) sharing information necessary for payroll with a payroll supplier and HMRC
- (For employees and contractors) sharing DBS information with clients and partners.

We do not share your data with anyone unless there is a legitimate reason to do so, and we never sell your data.

### **The right to restrict processing**

You have the right to require Creative Futures to stop processing your data if you reasonably believe that there are significant inaccuracies in the data that we hold or that the way in which we process your data produces inaccurate results

### **The right to portability**

You have the right to require Creative Futures to provide you with a printed or computer-readable copy (*ie*: in a standard format which will allow the data to be transferred to another computer) of your personal data that it holds for processing on the basis of Legitimate Interest.

You do not have the right to require the charity to provide you with portable copies of data which it holds for the lawful purposes of Legal Obligation or Subject Consent.

### **How long do we keep your personal data?**

We only keep your personal data while you attend our programme and for a period of 1 year after the end of the programme/project which you have attended.

### **We do not transfer your personal data to other countries**

### **The existence of each of your rights**

Under the General Data Protection Regulation you have the following rights:

- a) to be told about what data we have, how and what we use it for, and who we share it with (as we are doing in this Privacy Notice);
- b) to be given access to your personal data;
- c) to have any errors corrected, or incomplete data completed;
- d) to stop us using your data if you think our use is unjustified or the data are inaccurate.

### **Your legal obligation**

You are under no legal obligation to give us your personal data if you do not wish to.

### **The existence of automated decision making, including profiling**

Creative Futures does not use computers to analyse your data in order to make computer decisions about what communications we should, or should not, send to you.

### **The right to complain to the UK Information Commissioner's Office:**

If you are dissatisfied with the way that Creative Futures is collecting, holding, processing and using your personal data you are entitled to complain to the Information Commission.

### **Identity and contact details of the controller.**

Creative Futures' Data Controller is its Board of Trustees, which can be contacted through the office: The Beethoven Centre, Third Avenue, London W10 4JL Tel: 020 8964 2700 or email

[hello@creativefuturesuk.com](mailto:hello@creativefuturesuk.com)