

Controller			
Name and contact details		Data Protection Officer (if applicable)	
Name	Address	Name	Address
Creative Futures Ltd Ltd The Beethovens Centre, Third Avenue, London W14 8LH	The Beethovens Centre, Third Avenue, London W14 8LH	Name Address	Name Address
Email info@creativefutures.com	Email info@creativefutures.com	Email Telephone	Email Telephone
Telephone 020 8994 1700	Telephone 020 8994 1700	Telephone	Telephone

Article 30 Record of Processing Activities

Business function	Purpose of processing	Name and contact details of joint controller (if applicable)	Categories of individuals	Categories of personal data	Categories of recipients	Link to contract with processor	Names of third countries or international organisations that personal data are transferred to (if applicable)	Safeguards for exceptional transfers of personal data to third countries or international organisations (if applicable)	Retention schedule (if possible)	General description of technical and organisational security measures (if possible)
Arts-related operations	employee recruitment	n/a	volunteers/regulators	qualifications	n/a	n/a	n/a	n/a	6 years post-employment	password-protected server
	employee recruitment	n/a	volunteers/regulators	identity details	n/a	n/a	n/a	n/a	6 years post-employment	password-protected server
	employee recruitment	n/a	volunteers/regulators	employment history	n/a	n/a	n/a	n/a	6 years post-employment	password-protected server
	employment	n/a	artists	contact, bio, email & telephone details	processors/DMS	n/a	n/a	n/a	6 years post-employment	password-protected server
	employee recruitment	n/a	professional organisations	qualifications	n/a	n/a	n/a	n/a	6 months post-employment	password-protected server
	employee recruitment	n/a	professional organisations	identity details	n/a	n/a	n/a	n/a	6 months post-employment	password-protected server
	employee recruitment	n/a	professional organisations	employment history	n/a	n/a	n/a	n/a	6 months post-employment	password-protected server
	employee recruitment	n/a	professional organisations	contact details	n/a	n/a	n/a	n/a	6 months post-employment	password-protected server
	employment	n/a	artists	PAYE details	processors/DMS	n/a	n/a	n/a	6 years post-employment	password-protected server
	employment	n/a	artists	Marital/Relationships	processors/DMS	n/a	n/a	n/a	6 years post-employment	password-protected server
	Freelance artists engagement	n/a	freelance arts practitioners	contact details	marketing company	n/a	n/a	n/a	Indefinite unless removal requested	password-protected server
	Freelance artists recruitment	n/a	freelance arts practitioners	employment history	n/a	n/a	n/a	n/a	Indefinite unless removal requested	password-protected server
	Freelance artists engagement	n/a	freelance arts practitioners	hours worked & accounts	n/a	n/a	n/a	n/a	6 years post-employment	password-protected server
	Freelance artists engagement	n/a	freelance arts practitioners	DMS processing	DMS agency	n/a	n/a	n/a	delete information solely needed for DMS immediately once DMS needed	password-protected server
	Freelance artists engagement	n/a	freelance arts practitioners	MSB records	n/a	n/a	n/a	n/a	6 years post-employment	password-protected server
	Client/Funder - development	n/a	artists/regulators	contact details	marketing companies	n/a	n/a	n/a	1 year post-employment	password-protected server
	Client/Funder - development	n/a	artists/regulators	contract details	n/a	n/a	n/a	n/a	1 year post-employment	password-protected server
Research & Program Analysis	Research / Evaluation	n/a	participants	contact details	n/a	n/a	n/a	n/a	1 year post-employment	password-protected server
	Research / Evaluation	n/a	participant	age	data processing & evaluator / researcher	n/a	n/a	n/a	1 year post-employment	password-protected server
	Research / Evaluation	n/a	participant	gender	data processing & evaluator / researcher	n/a	n/a	n/a	1 year post-employment	password-protected server
	Research / Evaluation	n/a	participant	ethnicity	data processing & evaluator / researcher	n/a	n/a	n/a	1 year post-employment	password-protected server
	Research / Evaluation	n/a	participant	religion	data processing & evaluator / researcher	n/a	n/a	n/a	1 year post-employment	password-protected server
	Research / Evaluation	n/a	participant	school attended (if applicable)	data processing & evaluator / researcher	n/a	n/a	n/a	1 year post-employment	password-protected server
	Research / Evaluation	n/a	participant	first language	data processing & evaluator / researcher	n/a	n/a	n/a	1 year post-employment	password-protected server
	Research / Evaluation	n/a	participant	SEN/EAL status (if applicable)	data processing & evaluator / researcher	n/a	n/a	n/a	1 year post-employment	password-protected server
	Research / Evaluation	n/a	participant	Questionnaire responses	data processing & evaluator / researcher	n/a	n/a	n/a	1 year post-employment	password-protected server
Reports & Publications		n/a	participant	Photos/Video	evaluator / researcher	n/a	n/a	n/a	Indefinitely, as long as no participant can be identified by name, unless removal requested by individual	
Marketing & Publicity	Promotion	n/a	participant	Photos/Video	marketing company	n/a	n/a	n/a	Indefinitely, as long as no participant can be identified by name, unless removal requested by individual	
	Promotion	n/a	employee/freelance contractor	Photos/Video	marketing company	n/a	n/a	n/a	Indefinitely, as long as no participant can be identified by name, unless removal requested by individual	
	Promotion	n/a	general public: mailing list member	Name & Email address	marketing company	n/a	n/a	n/a	Indefinitely, as long as no participant can be identified by name, unless removal requested by individual	

