

# PRIVACY POLICY

The Black-E Arts & Community Centre

[30 May 2022]

## **Our contact details:**

Data Controller (Senior Development Manager)

Address: 1 Great George Street, L1 5EW

## **The type of personal information we collect**

We currently collect and process the following information:

Personal identifiers, contacts and characteristics (for example, name and contact details), photographs captured and retain with consent of subjects, employee data, consent forms for children and young people attending our activities. Information that we are required to maintain by law, including evidence of DBS for sessional workers, volunteers and others.

## **How we get the personal information and why we have it**

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- To provide our charitable serves, including delivery of an arts and culture programme.
- To keep people safe.
- To ensure we meet statutory and safety requirements – including knowing who is in the building.

We also receive personal information indirectly, from the following sources in the following scenarios:

- Visiting arts and culture providers, and or promoters who may collect information on people who have used their services, whilst in our building.

We use the information that you have given us in order to keep you safe, or let you know about our charitable arts and cultural activity.

We would only share this information with another body if we had your express consent to do so.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

**(a) Your consent. You are able to remove your consent at any time. You can do this by contacting the Senior Cultural Development Manager.**

**(b) We have a contractual obligation.**

**(c) We have a legal obligation.**

**(d) We have a vital interest.**

**(e) We need it to perform a public task.**

**(f) We have a legitimate interest.**

## **HOW WE STORE YOUR PERSONAL INFORMATION**

Your information is securely stored.

- We keep CYP consent forms for no more than six years. We will then dispose your information by secure deletion by our named DC.
- Employee information is held in a secure system.
- Our digital mailing lists are subject to review and updated periodically, with data held being deleted.

## **Your data protection rights**

Under data protection law, you have rights including:

- **Your right of access** - You have the right to ask us for copies of your personal information.
- **Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- **Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.
- **Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.
- **Your right to object to processing** - You have the right to object to the processing of your personal information in certain circumstances.
- **Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

If you make a request, we have one month to respond to you, we will let you know if we need to make a charge, as a charity, to cover any administrative costs.

**PLEASE CONTACT THE DEVELOPMENT MANAGER IF YOU WANT TO MAKE A REQUEST.**

## **How to complain**

If you have any concerns about our use of your personal information, you can make a complaint to us at here at the Black-E in Liverpool, L1 5EW

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>