**The GAP Arts Project**

**Privacy Policy**

Like every other charity and arts organisation out there, we collect data on our community. New rules have come into force that mean we all get better rights with our data - how it’s collected, what’s done with it and how we can have more control over it.

**Why do you collect data?**

We use data to make The Gap Arts Project work better for you and our whole community. This includes doing things like:

● Notifying you about things we think you’d want to know about, such as job opportunities, training and collaborations.

● Alerting you to things you’ve told us you like, including arts projects, creative opportunities and public events.

● General reporting to the people who help us to operate, such as our funders and partners.

We also use it for business and legal purposes, such as:

● Dealing with any requests you make;

● Getting in touch if we need to tell you about something, like a change to our policies or issues with a service.

**What data have you got on me?**

When you sign up to a be a member of our mailing list we may collect the following bits of data:

1.1 [​name;]

1.2 [​date of birth;]

1.3 [​gender;]

1.4 [​contact information such as email addresses and telephone numbers;

 1.5 [​demographic information such as post code, preferences and interests;]

1.6 [​IP address (automatically collected);]

1.7 [​web browser type and version (automatically collected);]

1.8 [​operating system (automatically collected);]

If you have previously participated on a project run by us, we may also hold other data about you. These are things like case studies, the period over which you were part of a GAP Arts Project participant cohort.

**Can I delete it or change it?**

Yes. It’s your right to change or delete your data from our records at any time. You can either:

1. Delete or edit your JoinIt.org profile.

2. Email admin@thegapartsproject.co.uk – or - fill in our Data Deletion & Request form, asking to:

a. view the data we have on you

b. request that we delete the data we have on you.

Once we have verified it’s really you we will undertake your request within 40 workings days.

**When do we delete our data?**

We delete any data that we don’t use after two years to keep our data policy and our database up to date. If you request that we delete your data, we will do so in 40 working days. You will hear from us within 5 working days of filing your request, just to let you know we have started. After this we will keep your deletion request for a further year, before we delete that too.

**How is your data stored?**

We store your data on The GAP Arts Project Google Drive. Google Drive is rigorously encrypted to prevent any of your data from finding its way onto the world wide web. You can read about Google’s data encryption policy [here](https://support.google.com/googlecloud/answer/6056693?hl=en). You may also communicate with The GAP Arts Project via Joinit or Eventbrite. When you do this, your data is stored with them, but we look after it. This will only be accessed by The GAP Arts Project staff. In the unlikely event of a data breach - we will contact you directly.

**What about photos?**

You will be notified when photos or videos are being taken at events. We will store this data in the same way as indicated in the rest of this policy.

**Do you share it with other people?**

No. We use your data to improve your experience. Our service means that we keep your data *unless* you ask us or give us your permission to share it, for example:

● you ask us to or give us your permission

● if you agree to marketing emails and personalisation, to show you relevant messaging on your social media platforms, to let you know about things we do that we think you will enjoy.

We will never sell your data onto third parties or share it unlawfully.

**When will you contact me?**

We might contact you:

● in relation to any service, activity or online content you have signed up for with The GAP Arts Project.

● for marketing and update purposes

● in relation to any contribution you have submitted to us including writing blogs and submitting applications

● to invite you to participate in surveys about our work or things we think you might care about

● in relation to any correspondence we receive from you

● in relation to any personalised services you are using

● to update you on any big changes to our policies and procedures

● In relation to any comment or complaint you make about us

● if there has been a breach to our security and we need to let you know.

**What if I am under 13?**

You need to be 13+ to sign up to The GAP Arts Project database and give us permission to contact you. If you’re under 13, you should get your parent or guardian to contact us directly at admin@thegapartsproject.co.uk.

**Where do you collect data?**

We collect data mostly at our venue, our events, projects and online through our website. You can see the privacy policies of the tools we use to get a better understanding of them.

Eventbrite signing up for events or projects

Joinit joining our mailing list

Google Drive general processing and evaluation