



Steel Valley Beacon Arts

Company No: 12845448
Charity No: 1192514



Data Protection Policy

The **Mission** of Steel Valley Beacon Arts is to offer the opportunity to anyone in our area to develop their performing arts skills in a safe inclusive environment in order to create quality theatre productions for our community.

The **Vision** of Steel Valley Beacon Arts is to be an excellent example of community theatre; working together, building individual and group confidence and self-esteem to provide quality entertainment in the community.

The purpose and scope of this policy statement

The purpose of this policy statement is to:

- protect the personal information of all children, young people and adults who take part in Steel Valley Beacon Arts' services, events and activities, as well as our employees and volunteers
- set out the overarching principles that guide our approach to data protection
- ensure that we operate in line with our values and within the law when processing personal information.

The policy applies to all staff, volunteers and members of Steel Valley Beacon Arts, as well as their families.

Legal Framework

This policy is drawn up on the basis of legislation, policy and guidance that seeks to protect information in England.

Personal Information

Personal data is information about a person which is identifiable as being about them, it can be stored electronically or on paper, and includes images and recordings, as well as written information.

We believe that

- Steel Valley Beacon Arts have a responsibility to protect the rights and privacy of individuals, and to comply with the law, when collecting, storing, using, amending, sharing, destroying or deleting personal data.

We recognise that

- Steel Valley Beacon Arts needs to keep personal data about its trustees, members, volunteers, supporters and members of staff in order to deliver our services
- The Board of Trustees are responsible for overseeing activities and ensuring this policy is upheld.

We will seek to personal information safe by:

- only collecting, storing, using, amending, sharing, destroying or deleting personal information in ways which protect people's privacy and complies with the General Data Protection Regulation and Data Protection Act (2018)
- only collecting, storing and using the minimum amount of data that we need for clear purposes, and we will not collect, store or use data we do not need
- only collect, store and use data for:
 - purposes for which the individual has given explicit consent, or
 - purposes that are in Steel Valley Beacon Arts legitimate interests, or
 - contracts with the individual whose data it is, or
 - to comply with legal obligations, or
 - to protect someone's life, or
 - performing public tasks
- providing individuals with details of the data we have about them when requested by the relevant individual
- deleting data if requested by the relevant individual, unless we need to keep it for legal reasons
- ensuring personal data is accurate and up to date
- storing personal data securely
- maintaining clear records of the purposes of collecting and holding specific data, to ensure it is only collected for these purposes
- not sharing personal data with third parties without the explicit consent of the relevant individual, unless legally required to do so
- endeavouring not to have data breaches. In the event of a data breach, we will endeavour to rectify the breach by getting lost or shared data back. We will evaluate our processes and understand how to avoid them happening again. Serious data breaches which may risk someone's personal rights or freedoms will be reported to the Information Commissioner's Office within 72 hours, and to the individuals concerned.

We will also develop a set of data protection procedures to implement this policy. We will ensure everyone involved in our organisation knows the procedures to follow to keep personal information safe.

Related policies and procedures

This policy should be read alongside our organisational policies and procedures including:

- Data Protection procedures
- Privacy Notices

- Code of conduct for staff and volunteers

Contact details

Steel Valley Beacon Arts Data Protection Officer

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We are committed to reviewing our policy and good practice annually.

This policy was last reviewed on **2nd August 2020**

Signed: *Laura Twomey*

Date: 2nd August 2020