



# Steel Valley Beacon Arts

Company No: 12845448  
Charity No: 1192514



## Data Protection Procedures

### Purpose

The purpose and aim of this document is set out clearly the procedures Steel Valley Beacon Arts have put in place to uphold its Data Protection Policy.

### Why is this procedure important?

Steel Valley Beacon Arts has created the following procedures to outline the ways in which we collect, store, use, amend, share, destroy and delete personal information.

These procedures cover the main, regular ways we collect and use personal data. We may from time to time collect and use data in ways not covered in these procedures. In these cases with ensure our Data Protection Policy is upheld.

### Personal Data

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.

Data Protection is about how we as an organisation ensure protect the rights and privacy of individuals, and comply with the law, when collecting, storing, using, amending, sharing, destroying or deleting personal information.

### General Procedures

Steel Valley Beacons Arts will appoint a Data Protection Officer as a member of the Board of Trustees. Our current Data Protection Officer is **Laura Twomey**.

Data will be stored securely using devices belonging to Steel Valley Beacon Arts. Steel Valley Beacon Arts does not permit staff and volunteers to use any personal equipment to collect, store or use personal information including images and recordings.

When personal information is stored online in a third party website (such as Google Drive and Gmail) we will ensure that the third party comply with the General Data Protection Regulation (GDPR).

When personal information is stored on paper it will be filed carefully in a locked filing cabinet.

When we no longer need data, or when someone has asked for their data to be deleted, it will be deleted securely. We will ensure data is permanently deleted from computer, and that paper data is shredded.

We will keep records of consent given for us to collect, use and store data. These records will be stored securely.

We will not share data with third parties without the explicit consent of the relevant individual, unless legally required to do so.

### **Contacting Board of Trustees**

The Board of Trustees need to be in contact with one another in order to run Steel Valley Beacon Arts effectively and ensure its legal obligations are met.

Trustee contact details will be shared among the Board of Trustees

Trustees will not share each other's contact details with anyone outside of the Board of Trustees, or use them for anything other than Steel Valley Beacon Arts business, without explicit consent.

### **Contacting volunteers**

People volunteer to support Steel Valley Beacon Arts in a number of ways.

We will maintain a list of contact details for our recent volunteers. We will share volunteering opportunities and requests for help with the people on this list.

People will be removed from the list if they have not volunteered for Steel Valley Beacon Arts for 12 months.

When contacting people on this list, we will provide a privacy notice which explains why we have their information, what we are using it for, how long we will keep it, and that they can have it deleted or amended at any time by contacting us.

To allow volunteers to work together to organise productions and events for the group, it is sometimes necessary to share volunteer contact details with other volunteers. We will only do this with explicit consent.

### **Contacting members**

Members of Steel Valley Beacon Arts participate in the organisation's activities and events in different ways.

We will maintain a database of members. We will share information about the activities and events of Steel Valley Beacon Arts with members on this list.

When members are participating in productions we will share information about the production plans and schedules with the relevant sub group of members from this list.

Members will be removed from the membership database six months after their membership renewal becomes inactive.

When contacting members, we will provide a privacy notice which explains why we have their information, what we are using it for, how long we will keep it, and that they can ask to have it deleted or amended anytime by contacting us.

To enable members to work together on a production, it is sometimes necessary to share member contact details with other organisations. We will only do this with explicit consent.

### **Funding applications**

Steel Valley Beacon Arts may apply for funding through grants and applications.

When making these applications it may be necessary to share the personal information of Trustees, employees or volunteers. We will only do this with explicit consent.

### **Commercial agreements**

Steel Valley Beacon Arts use venues maintained and managed by other organisations for their activities and events.

When entering into a commercial arrangement with venues it may be necessary to share the personal information of Trustees, employees, volunteers or members on contracts or to satisfy legal requirements, such as Health and Safety (for example visitor lists, fire registers).

We will only share information with venues with explicit consent.

### **Managing staff and volunteers**

Steel Valley Beacon Arts will collect, store and use personal information for staff and volunteers to ensure the legal requirements for vetting are established when working with children, young people and vulnerable adults.

Steel Valley Beacon Arts will not share personal information on staff and volunteers with the Disclosure and Barring Service without explicit consent, unless we have a legal requirement to do so.

### **Health and Safety**

Steel Valley Beacons Arts need to maintain a record of those using their services (such as attending rehearsals) to comply with Health and Safety legislation.

## **Responding to concerns and allegations**

Steel Valley Beacon Arts have a legal obligation to collect, store, use and share personal information in the event of a complaint or allegation being made against a member of staff, volunteer or member.

We will inform individuals in the event that we need to share their information with the Police and / or Local Authority.

Personal data relating to complaints and allegations will be stored securely by a member of the Safeguarding team, and not shared with the Board of Trustees or with members of staff or volunteers unless necessary for the purpose of providing ongoing support.

Details relating to complaints and allegations will be treated as strictly confidential.

## **Performing Arts Licencing**

Steel Valley Beacon Arts will need to share information with Sheffield City Council when applying for performing arts licences.

We will only do this with explicit consent.

## **Photography and Filming**

Please refer to the SVBA Photography and Filming Policy.

## **Track and Trace**

As part of the UK Government's response to the COVID 19 Pandemic, Steel Valley Beacon Arts will need to collect, store and share personal information on those attending face to face rehearsals in the event of a member of staff, volunteer or member exhibiting symptoms of the virus.

We will only do this with explicit consent, unless legally obliged to do so.

## **Contact details**

### **Steel Valley Beacon Arts Data Protection Officer**

Name: **Laura Twomey**

Phone/email: 0790 863 4675 / [laura.twomey@btinternet.com](mailto:laura.twomey@btinternet.com)

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

This procedure was last reviewed on **2<sup>nd</sup> August 2020**

Signed: *Laura Twomey*

Date: 2<sup>nd</sup> August 2020