POLICIES & PROCEDURES

Pyramid of Arts

Data Protection

Pyramid of Arts is committed to following the principles and provisions of the Data Protection Act (1998) in ensuring that all personal information held by the organisation is handled in a responsible and secure manner which respects the rights and privacy of the individual concerned.

The Data Protection Act (1998) controls what can lawfully be done with information by a 'data controller' (anyone who obtains personal information about others) and gives individuals rights in controlling how data about them is obtained, used, stored and managed.

Pyramid of Arts is a data controller because we need to store and share information about staff and members to ensure safety, effective communication and for monitoring purposes.

Information we may hold includes:

Personal	**Monitoring**	**Work related**
Name	Date of birth	CV
Address	Gender	References
Contact details	Disabilities	Bank details
Next of kin	Ethnicity	Disciplinary record
Medical conditions/ allergies	Sexuality	Sickness record
Incident reports	Religion	Appraisals
		Criminal record

The ways in which data is stored and used by Pyramid of Arts is detailed in the Confidentiality Statement.

Our obligations

All the personal data we hold must be:

1. Fairly and lawfully processed

Any data we handle is managed in accordance with the principles outlined in the Confidentiality Statement and this Data Protection Policy to ensure fair and lawful processing

2. Processed for limited purpose; adequate, relevant and not excessive

We only ask for and retain personal information which is needed:

- to safely and effectively operate the organisation
- for monitoring purposes to ensure we are meeting our responsibilities in terms of Equal Opportunities
- to produce anonymous statistical information about our organisation for the purpose of attracting funding or reporting to current funders

We will not use information for any other purpose without consent.

3. Accurate

We will do our best to ensure that all data recorded is accurate. When notified of any changes or corrections to personal information we will endeavour to make amendments as soon as possible.

4. Not kept longer than necessary

We keep personal data for everyone who is active in our organisation. When a person leaves Pyramid, we will retain pertinent data for as long as it is needed (e.g. to ensure accuracy in an end of year report).

In the case of employees, we will retain details and records of employment in accordance with statutory requirements and for as long as deemed necessary should legal proceedings arise.

5. Secure

Data will be kept in a secure system whether manual or computerised to the best of our ability at all times. See the Confidentiality Statement for further information on data storage.

6. Not transferred to other countries without consent

The act prohibits the transfer of data to countries which do not have comparable legal protection without the subject's consent. In the unlikely event that the need to share data in this way arises, we will seek individual consent before proceeding.

7. Processed in accordance with the data subject's rights

We will ensure all data is processed in accordance with your rights, which are outlined below.

Your rights

The Data Protection Act (1998) gives you the following rights as a 'data subject':

1. Access to data

By putting a request in writing and paying a fee (not to exceed £10) you are entitled to:

- be told if we hold personal data about you and why
- to have a copy of the data within 40 days (confidential references are excluded from disclosure)
- to be told the source of the data

2. Correction or removal of data

Tell us if any of the information we hold about you changes or is inaccurate, or if you want us to delete your personal data from our systems. We will respond to your request within 14 days.

3. Opting out of direct marketing

If you do not want to receive promotional material from Pyramid of Arts (e.g. invitations to events or newsletters, forwarded emails from other organisations which might be of interest) tell us and we will remove you from our mailing list. If you are an active member of a Pyramid group, you will still receive letters and information about that group. We will never share your personal data with other organisations for marketing purposes.

Who to contact

To exercise your rights under the Data Protection Act (1998) please write to:

The Operations Coordinator, Pyramid of Arts, Unit 68B Barkston House, Croydon Street, Leeds LS11 9RT