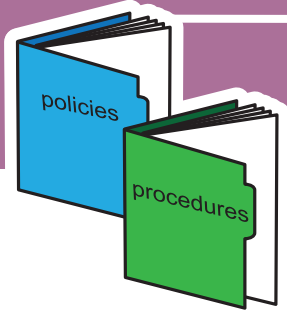




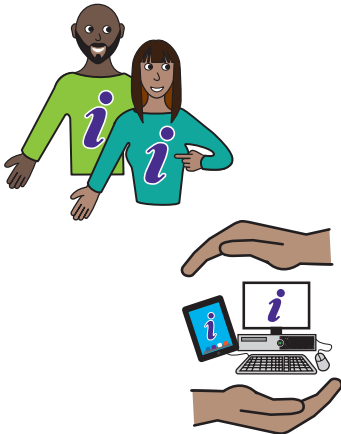
Pyramid of Arts

Data Protection



policies and procedures

Pyramid of Arts is committed to following the rules of the Data Protection Act (1998) And General Data Protection Regulations (2016) and making sure all the personal information we hold is looked after in a responsible and secure manner which respects the rights and privacy of the individual concerned.



There are laws which say what can 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.

Information we may hold includes:



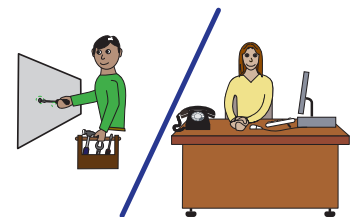
Personal

- Name
- Address
- Contact details
- Next of kin
- Medical conditions/ allergies
- Incident reports



Monitoring

- Date of birth
- Gender
- Disabilities
- Ethnicity
- Sexuality
- Religion



Work related

- CV
- References
- Bank details
- Disciplinary record
- Sickness record
- Appraisals
- Criminal record

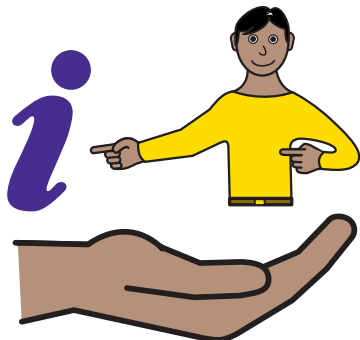
The ways in which data is stored and used by Pyramid of Arts is detailed in the Privacy Statement.



Our obligations

All the personal data we hold must be:

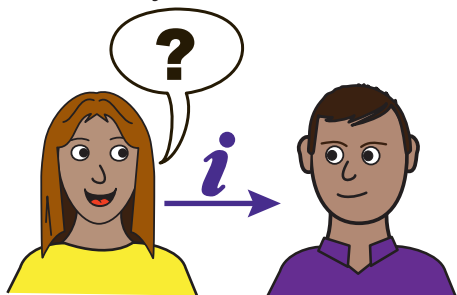
1. Fairly and lawfully processed



Any data we handle is managed in accordance with the principles outlined in the Privacy 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:

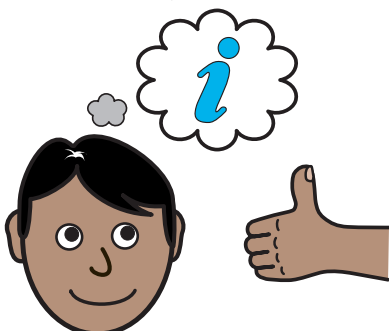


- to safely and effectively operate the organisation
- for monitoring purposes to ensure we are meeting our responsibilities in terms of Equal Opportunities
- to produce anonymous statistical information about our organisation for the purpose of attracting funding or reporting to current funders



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

3. Accurate

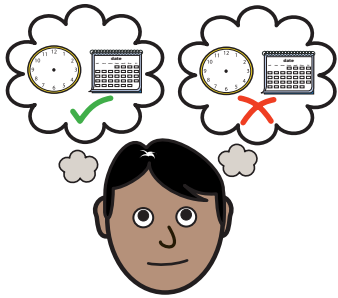


We will do our best to ensure that all data recorded is accurate. When notified of any changes or corrections to personal information we will endeavour to make amendments as soon as possible.



Our obligations

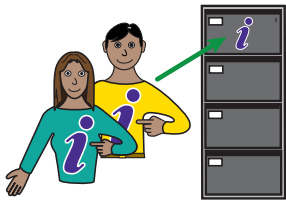
4. Not kept longer than necessary



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).

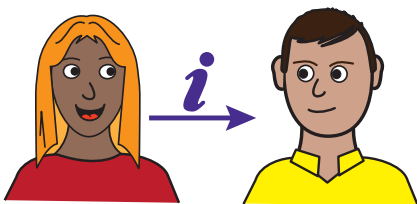
We keep personal data for everyone who is active in our organisation. We review the data we hold annually, and will securely delete data relating to any person who has not been active for two years.

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 Privacy Statement for further information on data storage.

6. Transferred only to other countries with adequate protection



Personal data might be transferred out of the UK when Pyramid uses online services hosted in other countries. We will ensure there is adequate protection when this happens. More information about the online services we use can be found in the Privacy Statement.

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



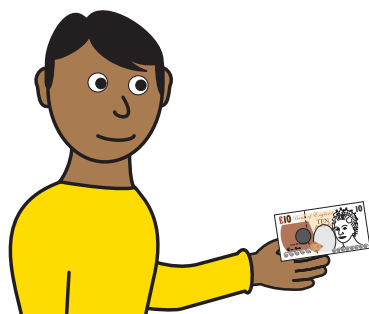
We will ensure all data is processed in accordance with your rights, which are outlined below.



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, you are entitled to:

- be told if we hold personal data about you, where it came from and why we have it
- be given a copy of the data we hold about you

We may charge a fee if your request is excessive or repetitive.

2. Correction or removal of data



Tell us if any information we hold about you changes or is inaccurate; we will correct it as quickly as possible.

You can ask us to remove your personal data, too. We will do this as long as it's not data we need to do our work safely and effectively. If we can't remove your data, we will tell you why

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



Any questions about this policy or requests for information should be addressed to the Data Protection Officer at Pyramid of Arts, 68B Barkston House, Croydon Street, Leeds LS11 9RT.