



PRIVACY POLICY

reviewed & revised
April 2019

This notice explains what personal data (information) we hold about you, how we collect, how we use and may share information about you. We are required to give you this information under data protection law.

Who are we?

Animate Arts Company collects, uses and is responsible for certain personal information about you. When we do so we are regulated under the General Data Protection Regulation which applies across the European Union (including in the United Kingdom) and we are responsible as 'controller' of that personal information for the purposes of those laws.

Our organisation aims is a national award-winning arts company making high-quality participatory art projects, working creatively with people of all ages, abilities and backgrounds. We bring people together through our art projects and workshops, by connecting young people and communities with professional artists, performers and creatives. Each of our artist-led projects (ranging from half-day workshops to large scale public art events) is individually designed to encourage participants and audiences to find their creative voice and bring their ideas and imaginations to life.

We passionately believe that the arts are a powerful tool to engage, empower and motivate people. Participating in Animate Art projects can raise self-confidence, develop life-long skills, connect with others and positively *animate* your day.

Information collected by us

In the course of administering Animate Arts Company we collect the following personal information when you provide it to us:

Contact details including:

- Schools (Participating teachers, headteachers, etc)
- Families (participating in our projects)
- Venues and cultural hosts (lead coordinators and participants)
- Artists

Personal information, particularly when supplied through project planning and evaluation stages of our project:

- Your child's personal information (such as name, address, date of birth)
- Pupils (such as name, year/class group)
- Current school (if applicable)
- Opt-in request to receive eNewsletters and notifications from Animate Arts about our work
- Health & safety consent forms (for team members)
- Formal documents (such as Insurance policies, DBS of artists)
- Payment details (staff)
- Confirmation of photo/film consent usage
- Skills and professional experience (staff)

Photos, film and recordings from the projects, including:

- Activity taking place
- End product and experiences created
- Interviews and spoken accounts about the work
- Art work made in the process of the project, which may include personal info such as portraits, signatures

We also obtain personal information from other sources as follows:

- Names and details of school/education providers in Kent and the south-east (aged 0-18), from online sources
- Names and details of arts and cultural providers in Kent and south-east from online sources

How we use your personal information

We use your personal information to:

- Remain in contact with schools, clients and partners who we have worked with
- Sharing evaluation and reports about the project to funders, clients and commissioners
- Informing our news, documentation and reports about the projects, which is shared with participants and the wider public.
- Send postal and e-notifications (including eNewsletters) regarding Animate Arts developments and opportunities
- Funding appeals and to provide evidence for future funding applications
- To support Artsmark, Arts Award and other certificate programmes associated to such projects
- Monitoring volunteer support
- Celebrating and promoting our work (such as photos of activity) on our website and printed publicity.

Data will not be shared with or sold to any other body, except where legitimately demanded by a statutory body.

Should any other uses for the data such as wealth screening, aggregate data analysis, or data sharing be contemplated we will advise you and amend this policy accordingly.

How is the data stored?

We hold the data in computer files which are uploaded to online cloud-based file-hosting services and platforms. These include Dropbox and Mailchimp. They are secured by password which is only available to specific members of staff that need to access the information. The password is regularly changed, and after a change of staff. Files may be downloaded temporarily for amendment or addition.

Some reports, photographic, audio and/or video recordings of our project may be shared on the internet (adhering to the conditions within our photo/film consent forms), including social media. We will only use items that have given written consent to our documentation and/or are notified of recordings taking place at the time of production.

How long your personal data will be kept

We will hold your personal information securely and retain it from the point you engage with an Animate Arts project until you decide to leave. We will delete electronic and hard copies of associated details after your instruction. Consent forms, photo/film consent, booking forms/contracts and activity forms will be held on record securely with password protected logins, and hard copies will be stored in an appropriate filing system in a locked office. Any unnecessary documents will be securely destroyed.

Any items shared on the internet will have no time limit on the validity of this release nor is there any geographic limitation on where these materials may be distributed.

Reasons we can collect and use your personal information

The personal information collected will mainly be used to remain in contact and celebrate the work with you.

Collecting information such as the places we work, the number of people we work with and the ages who take part in our projects, help us to monitor and evaluate the impact of our organisation. It gives us a strategic overview and helps us to campaign and fundraise for more funded opportunities for more audiences.

We do rely on consent to collect and use your personal information. If we need to collect special category (sensitive) personal information, we rely upon reasons of substantial public interest (equality of opportunity or treatment) and this would be collected only on an opt-in basis.

Who we may share your personal information with:

- Any of the partners and participants involved in the project (particularly the commissioners and funders)
- Animate Arts' Board of Directors
- We will share personal information with law enforcement or other authorities if required by applicable law.

Internet cookies

We use cookies on animateartscompany.com to provide you with a better user experience. Cookies are small pieces of data that are downloaded to your computer or mobile device when you visit a website or application.

Some cookies are required to enjoy and use the full functionality of this website.

We use a cookie control system (Cookie Notice plugin) which allows you to accept the use of cookies, and control which cookies are saved to your device/computer.

Some cookies will be saved for specific time periods, where others may last indefinitely.

Your web browser should provide you with the controls to manage and delete cookies from your device: please see your web browser options. However, if you choose to do so, you may not be able to access certain services on our website rightly, and some pages may not load properly.

By agreeing to accept our use of cookies, you are giving us, and third parties we partner with, permission to place, store, and access some or all the cookies described below on your computer.

Cookies that we may use:

- **Essential cookies** authenticate users and prevent fraudulent use of user accounts
- **Performance cookies** collect information about a user's use of the website
- **Functional cookies** allow the user to watch video on this site, or listen to audio, or, if allowed, to post a blog post
- **Media cookies** These improve the performance of the website and provide special features and content. They may be placed via third party plugins. They may also allow you to share content with social networks.

If you have an account and you log in to this site, we will set a temporary cookie to determine if your browser accepts cookies. This cookie contains no personal data and is discarded when you close your browser.

When you log in, we will also set up several cookies to save your login information and your screen display choices. Login cookies last for two days, and screen options cookies last for a year. If you select "Remember Me", your login will persist for two weeks. If you log out of your account, the login cookies will be removed.

If you edit or publish an article, an additional cookie will be saved in your browser. This cookie includes no personal data and simply indicates the post ID of the article you just edited. It expires after 1 day.

What rights you have over your data

If you have an account on this site, or have left comments, you can request to receive an exported file of the personal data we hold about you, including any data you have provided to us. You can also request that we erase any personal data we hold about you. This does not include any data we are obliged to keep for administrative, legal, or security purposes.

Embedded content from other websites

Articles on this site may include embedded content (e.g. videos, images, articles, etc.). Embedded content from other websites behaves in the exact same way as if the visitor has visited the other website.

These websites may collect data about you, use cookies, embed additional third-party tracking, and monitor your interaction with that embedded content, including tracing your interaction with the embedded content if you have an account and are logged in to that website.

Media

If you upload images to the website, you should avoid uploading images with embedded location data (EXIF GPS) included. Visitors to the website can download and extract any location data from images on the website.

Plugins & Third Party Cookies

YouTube:

From time to time we may embed videos from YouTube using YouTube's privacy-enhanced mode. This mode may set cookies on your computer once you click on the YouTube video player, but YouTube will not store personally-identifiable cookie information for playbacks of embedded videos using the privacy-enhanced mode.

Read more at [YouTube's embedding videos information page.](#)

WP SpamShield:

We use this plugin to block contact form spam and, where applicable, comment spam. WP SpamShield is 100% GDPR compliant.

Contact 7:

We use this plugin to create our Contact form. When you submit an online form from our website we may collect personal information about you, such as your email address. Contact Form 7 does not, of itself, use cookies.

General Information about Managing Cookies

Find out how to manage cookies on popular browsers:

- [Google Chrome](#)
- [Microsoft Edge](#)
- [Mozilla Firefox](#)
- [Microsoft Internet Explorer](#)
- [Opera](#)
- [Apple Safari](#)

To find information relating to other browsers, visit the browser developer's website.

Your Rights

You have the right to see any information that we hold relating to you. This includes an entitlement to be told when any data is being processed. Subject Access Requests should be sent to either of the contact addresses below

We will always seek to comply with your request however we may be required to hold or use your information to comply with legal duties.

We will regularly review our privacy policy and may as a result make changes from time to time.

This policy was reviewed and agreed by the Board of Directors on 17 April 2019

Signed by D. McGee (Chairman of Board)

A handwritten signature in black ink, appearing to read 'D McGee', with a horizontal line extending to the right from the end of the signature.