



The Arts Foundation Privacy Policy

The Arts Foundation is a registered charity No 1000001. Your privacy is important to us, and in this statement we explain what personal data we collect from you and how we use it. We encourage you to read this statement and contact The Arts Foundation if you have any queries regarding the data we hold about you. This policy was updated on 1 March 2020.

We are committed to ensuring any details you give us are protected and the General Data Protection Regulation is complied with. If you are asked to provide information by which you can be identified, then be assured that it will only be used in accordance with our Privacy Policy.

We reserve the right to update this policy from time to time, so please check this page periodically to ensure you are happy with any changes.

General Information

Information we gather:

- Contact information including first, name, surname and email address
- If you are involved in the fellowship scheme as an applicant, nominator or judge, are involved in one of our events, apply for a job with the charity or are a trustee of The Arts Foundation then information relating to that business such as your address and telephone number
- Information you give us in person, by signing up to our mailing list, or by corresponding with us by phone or email
- Information available publicly, through websites or published in newspapers or articles
- Social media, depending on your privacy settings including but not limited to Facebook, Instagram, Vimeo and Twitter
- When browsing our website: your IP address, your browser type and language
- The AF Access and Inclusion survey results which is anonymous.

Reasons we gather this information:

- To enable us to carry out the fellowship scheme and contracts we may have with you.
- Internal record keeping
- To send you mailings with information that might be of interest
- To ensure that our fellowship scheme is accessible to all and that we consider diversity, disability and location when carrying out our fellowship scheme.

In each of the above cases this is either in our legitimate interest, (including promoting our scheme and events) or to enable us to perform the contracts we hold with you.

Keeping your information safe

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical and electronic procedures to safeguard and secure the information we collect online.

We will hold your personal data on our systems for as long as it is in our legitimate interest to do so. We review all personal data and our retention periods regularly to establish whether we are still entitled to process it. If we decide that we are not entitled to do so, we will stop processing your personal data, however we may retain your personal data in an archived form.

16 or Under

If you are aged 16 or under, please ask your parent or guardian's permission before providing us with any personal information.

Controlling your personal information

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so. If we hold joint events with third parties we might need to share your data in order to send you an invitation or news about

that event, but we will check with you in advance that you agree to that.

We will not transfer information about you outside the European Economic Area. We may use your personal information to send you information about third parties which we think you may find interesting, if you tell us that you wish this to happen by opting into our mailing list - you can opt out from this at any time by emailing info@artsfoundation.co.uk.

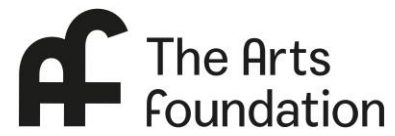
You may request details of the personal information which we hold about you under the General Data Protection Regulation 26th May 2018 by emailing info@artsfoundation.co.uk. If you believe that any information we are holding on you is incorrect or incomplete, please email info@artsfoundation.co.uk as soon as possible and we will promptly update any information found to be incorrect.

Links to other websites

Our website may contain links to other websites. If you follow a link and leave our site you should note that the Arts Foundation does not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

Changes to this policy

Any changes we make to our policy in the future will be posted on this page, and, where appropriate, notified to you by email. Please check back frequently to see any updates or changes to our policy.



Please contact info@artsfoundation.co.uk if you have any questions, complaints or comments relating to this policy or our website.