

# CLAY's Data Protection & Privacy Notice

To be reviewed annually  
Last reviewed: February 2023

## Our contact details

Name: Marie Koehl

E-mail: [admin@liveartleeds.com](mailto:admin@liveartleeds.com)

## What type of information we have

We currently collect and process the following information:

- Name & Surname
- E-mail addresses
- Addresses
- Phone numbers
- Postcodes
- Bank details (of employers and contractors only)

## How we get the information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- You are signing up for a membership with our organisation
- You become a subscriber within our organisation
- You buy tickets for our events
- You are employed, commissioned or contracted by our organisation
- you have signed up for a workshop or similar participatory activity being hosted by us

We also receive personal information indirectly, from the following sources in the following scenarios:

- From Partnerships and stakeholders for the widening of our networks (those transfers of data only include Names & contact details e.g. email addresses and phone numbers with the individuals consent)

Under the UK General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

- (a) Your consent. You are able to remove your consent at any time. You can do this by contacting Marie Koehl:  
via email: [admin@liveartleeds.com](mailto:admin@liveartleeds.com)

**CLAY.**

via post: Patrick Studios, Saint Mary's Lane, Mabgate, Leeds, LS9 7EH  
We will complete your request within 28 days of receiving your notification.

(b) We have a contractual obligation.

(c) We have a legitimate interest.

## **What we do with the information we have**

We use the information that you have given us in order to:

- Contact you about your subscription/membership/ticket purchase
- Contact you about future events or opportunities
- Carry out payroll
- Report to our funders (all data will be anonymised beforehand)
- Analyse & diversify our audiences

We may share this information with our funders or stakeholders (only in anonymised form or with the individuals prior consent)

## **How we store your information**

Your information is securely stored on a GDPR compliant online drive (Google drive), only core members of the management team will have access to this information.

We keep contact details for the following timeframes:

- the duration of your membership or subscription / until cancellation
- for 2 years following a job application within our organisation (we chose this time frame as this is the average recruitment interval for the size of our organisation)
- for 7 years after your resignation from an employment within our organisation
- for 4 years after a ticket purchase (we chose this time frame as funding periods often span several years and audience data helps us to monitor outreach effectively)

We will then dispose of your information by deleting it off our system permanently. No staff will be able to access deleted information nor can the information be restored by staff.

**CLAY.**

## Audio & Visual documentation

We may document events & activities at our venue in the following ways:

- photography
- filming
- audio recording

### Storage of audio & visual documentation data:

This documentation will be stored on a GDPR compliant google drive, which only core members of the management team can access.

### Data will be used for the following, after your consent is given:

- public marketing purposes (such as our website, social media, print, and newsletters)
- monitoring purposes

### Consent to audio & visual recording:

During live events signs will advise of the audio/visual documentation of the event you are attending. Clear information will be given on how you can withdraw consent to any documentation you are in to be stored or used by the company.

During workshops and participatory activities you will be asked to complete a consent form (see below) in regards to any audio/ visual documentation and its use.

You are able to remove your consent at any time. You can do this by contacting us:

via email: [admin@liveartleeds.com](mailto:admin@liveartleeds.com)

via post: Patrick Studios, Saint Mary's Lane, Mabgate, Leeds, LS9 7EH

We will complete your request within 28 days of receiving your notification.

## Your data protection rights

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your information in certain circumstances.

**Your right to object to processing** - You have the right to object to the processing of your personal data in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the information you gave us to another organisation, or to you, in certain circumstances.

**CLAY.**

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

## **How to complain**

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
Helpline number: 0303 123 1113

**CLAY.**

# Consent Form

We would like to keep in touch with you about upcoming events and other projects. If you would like to hear from us please complete some or all of your details below:

Your name: \_\_\_\_\_

Your email address: \_\_\_\_\_

Your phone number(s): \_\_\_\_\_

Your address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

	Email	Post	Phone
I would like to receive a regular Newsletter from CLAY by			
I am happy to receive promotional material from CLAY by			
I am happy to be contacted by CLAY about future events & opportunities by			
	Yes	No	
I am happy for my attendance at events & workshops to be recorded and stored on your IT systems			

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please refer to our Privacy Policy for more information about how we store and use your data.

**CLAY.**

# Photo / Artwork Consent form

CLAY would be grateful if you would fill in this form to give us permission to take photos of you and/or your work and use these in our printed and online publicity.

I \_\_\_\_\_ give permission to take photographs and / or video of me / my artwork.

I grant full rights to use the images resulting from the photography/video filming, and any reproductions or adaptations of the images for fundraising & publicity purposes:

Yes:

No:

Via social media, our or our partners' websites, printed publicity:

Yes:

No:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please refer to our Privacy Policy for more information about how we store and use your data.

**CLAY.**