

RIISING SUN ARTS CENTRE DATA PROTECTION POLICY

1. POLICY STATEMENT

RSAC is committed to a policy of protecting the rights and privacy of individuals, voluntary and community group members, volunteers, staff and others in accordance with The Data Protection Act 1998. The policy applies to all voluntary and community group members and staff at the Rising Sun Arts Centre. Any breach of The Data Protection Act 1998 or Rising Sun Arts Centre Data Protection Policy is considered to be an offence and in that event, disciplinary procedures apply.

As a matter of good practice, other organisations and individuals working with the Rising Sun Arts Centre, and who have access to personal information, will be expected to have read and comply with this policy. It is expected that any staff that deal with external organisations will take responsibility for ensuring that such organisations sign a contract agreeing to abide by this policy.

2. LEGAL REQUIREMENTS

Under the Data Protection Act individuals and organisations that process personal information need to register with the Information Commissioner's Office (ICO), unless they are exempt.

The Rising Sun Arts Centre is a not-for-profit organisation that qualifies for an exemption on the basis that it must:

- be established for not-for-profit making purposes and does not make a profit.
- only process information necessary to establish or maintain membership or support; and
- only process information necessary to provide or administer activities for people who are members of the organisation or have regular contact with it; and
- only share the information with people and organisations necessary to carry out the organisation's activities. Important - if individuals give you permission to share their information, this is OK (you can still answer 'yes'); and
- only keep the information while the individual is a member or supporter or as long as necessary for member/supporter administration.

The Rising Sun Arts Centre does not have to register with the ICO, although it's important that the organisation adheres to the principles of the Data Protection Act and understands best practice for managing information.

3. WHAT IS THE DATA PROTECTION ACT?

Data is protected by the Data Protection Act 1998, which came into effect on 1 March 2000. Its purpose is to protect the rights and privacy of individuals and to ensure that personal data is not processed without their knowledge, and, wherever possible, is not processed without their consent.

The Act requires us to register the fact that we hold personal data and to acknowledge the right of 'subject access' ie voluntary and community group members and staff must have the right to copies of their own data.

Purpose of data held by the Rising Sun Arts Centre

Data may be held by us for the following purposes:

1. Staff/Member Administration
2. Fundraising
3. Realising the Objectives of a Charitable Organisation or Voluntary Body
4. Accounts & Records
5. Advertising, Marketing & Public Relations
6. Information Administration
7. Journalism and Media
8. Processing For Not For Profit Organisations
9. Research
10. Volunteers

4. DATA PROTECTION PRINCIPLES

In terms of the Data Protection Act 1998, **Rising Sun Arts Centre** is the 'data controller', and as such determine the purpose for which, and the manner in which, any personal data are, or are to be, processed. We must ensure that personal data is:

1. Fairly and lawfully processed

We will always put our logo on all paperwork, stating our intentions on processing the data and state if, and to whom, we intend to give the personal data. Also provide an indication of the duration the data will be kept.

2. Processed for limited purpose

We will not use data for a purpose other than those agreed by data subjects (voluntary and community group members, staff and others). If the data held by us are requested by external organisations for any reason, this will only be passed if data subjects (voluntary and community group members, staff and others) agree. Also external organisations must state the purpose of processing, agree not to copy the data for further use and sign a contract agreeing to abide by The Data Protection Act 1998 and **Rising Sun Arts Centre's** Data Protection Policy.

3. Adequate, relevant and not excessive

The **Rising Sun Arts Centre** will monitor the data held for our purposes, ensuring we hold neither too much nor too little data in respect of the individuals about whom the data are held. If data given or obtained are excessive for such purpose, they will be immediately deleted or destroyed.

4. Accurate and up-to-date

We will provide our members (voluntary and community group members, staff and others) with a copy of their data once a year for information and updating where relevant. All amendments will be made immediately and data no longer required will be deleted or destroyed. It is the responsibility of individuals and organisations to ensure the data held by us are accurate and up-to-date. Completion of an appropriate form (provided by us) will be taken as an indication that the data contained are accurate. Individuals should notify us of any changes, to enable personnel records to be updated accordingly. It is the responsibility of the **Rising Sun Arts Centre** to act upon notification of changes to data, amending them where relevant.

5. **Not kept longer than necessary**

We discourage the retention of data for longer than it is required. All personal data will be deleted or destroyed by us after one year of non-membership has elapsed.

6. **Processed in accordance with the individual's rights**

All individuals that the **Rising Sun Arts Centre** hold data on have the right to:

- Be informed upon the request of all the information held about them within 40 days.
- Prevent the processing of their data for the purpose of direct marketing.
- Compensation if they can show that they have been caused damage by any contravention of the Act.
- The removal and correction of any inaccurate data about them.

7. **Secure**

Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of data.

See **DATA SECURITY PROCEDURES** section below.

8. **Not transferred to countries outside the European Economic Area, unless the country has adequate protection for the individual.**

Data must not be transferred to countries outside the European Economic Area without the explicit consent of the individual. The Association takes particular care to be aware of this when publishing information on the Internet, which can be accessed from anywhere in the globe. This is because transfer includes placing data on a web site that can be accessed from outside the European Economic Area.

5. DATA SECURITY PROCEDURES

- Identify what personal data you have, what you use it for and where it resides.
- Isolate/segregate and encrypt personal data.
- Keep anti-virus and anti-spy ware software up to date.
- Protect personal data with strong passwords and change passwords on a regular basis. In addition, have computers (including laptops) return to the login screen after five minutes of inactivity.
- Only download applications that come from reliable sources.
- Lock filing cabinets and rooms where you keep personal data, and only give keys to trusted employees.
- Use paper shredders, and place them in strategic places around your office.
- Protect laptops, and be careful where you use them.

6. PRIVACY STATEMENT – to be used when collecting personal data

The Rising Sun Arts Centre is committed to ensuring that your privacy is protected.

What we collect

We may collect the following information:

- name

- contact information including email address
- demographic information such as postcode, preferences and interests
- other information relevant to customer surveys and/or offers [delete if not marketing-related]

What we do with the information we gather

We will:

- Only process information necessary to establish or maintain membership or support;
- Only process information necessary to provide or administer activities for people who are members of the organisation or have regular contact with it;
- Only share the information with people and organisations necessary to carry out the organisation's activities, with your permission;
- Only keep the information while the individual is a member or supporter or as long as necessary for member/supporter administration.

Security

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, electronic and managerial procedures to safeguard and secure the information we collect.

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. We may use your personal information to send you promotional information about third parties that we think you may find interesting if you tell us that you wish this to happen. You may request details of personal information that we hold about you under the Data Protection Act 1998. If you would like a copy of the information held on you please write to trustees@risingsun-artscentre.co.uk or The Rising Sun Arts Centre, 30 Silver St Reading, RG1 2ST. If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible at the above address. We will promptly correct any information found to be incorrect.

7. GLOSSARY

Data Controller

The person who (either alone or with others) decides what personal information Rising Sun Arts Centre will hold and how it will be held or used.

Data Protection Act 1998

The UK legislation that provides a framework for responsible behaviour by those using personal information.

Data Protection Officer

The person(s) responsible for ensuring that it follows its data protection policy and complies with the Data Protection Act 1998

Data Subject/Service User

The individual whose personal information is being held or processed by Rising Sun Arts Centre (for example: a client, an employee, a supporter)

'Explicit' consent

A freely given, specific and informed agreement by a Data Subject to the Processing of Personal Information about her/him. Explicit consent is needed for processing Sensitive Data.

Notification

Notifying the Information Commissioner about the data processing activities of Rising Sun Arts Centre, as certain activities may be exempt from notification.

Information Commissioner

The UK Information Commissioner responsible for implementing and overseeing the Data Protection Act 1998.

Processing

Collecting, amending, handling, storing or disclosing personal information.

Personal Information

Information about living individuals that enables them to be identified – e.g. name and address. It does not apply to information about organisations, companies and agencies but applies to named persons, such as individual volunteers or employees within Rising Sun Arts Centre.

Sensitive data – means data about:

- Racial or ethnic origin
- Political opinions
- Religious or similar beliefs
- Trade union membership
- Physical or mental health
- Sexual life
- Criminal record
- Criminal proceedings relating to a data subject's offences

Date reviewed: 6 April 2016

Date reviewed: July 2026. Updated to reflect change in RS staff structure – no paid Centre Manager in post.