



PHAKAMA PRIVACY POLICY

Project Phakama UK, charity number 1141116, company number 07501468, are dedicated to safeguarding and preserving your privacy. We will only use the information that we collect about you lawfully (in accordance with the Data Protection Act 1998 and the General Data Protection Regulations). This Privacy Policy explains what happens to any personal data that you provide us with or that is collected via the website.

This Privacy Policy aims to help you understand:

1. What types of data we collect
2. How we collect your data
3. Why we collect your data
4. How we store your personal data
5. Your rights and how you can change or delete your information
6. Who we share your personal information with.

1. What types of data we collect

- Name, Age, Ethnicity, Sex and Disability
- Address/Postcode
- Email address
- Signature
- Contracts
- Medical information
- Parent consent Photography/film

2. How we collect your data

Physical Data:

- Audience/Participant Evaluation forms/surveys
- Photo permission forms
- Contracts
- Medical forms
- Parental Consent forms for Under 16's

Digital Data:

- Project sign-up forms
- Mailchimp
- Website
- Contracts

- Google Analytics
- Monster Insights website plugin
- Photos/film shared by artists
- Through social media sources

3. Why we collect your data

We collect information about you to ensure that our performance continues to support our equality and diversity action plan. Data is also collected to report to funders; keep records of our projects and, if you agree, email you with news updates and information about other projects, events, or services we think may be of interest to you.

Audiences:

If you are an audience member, either physically or remotely (online) we will use your data to:

- Update you about upcoming projects
- Contact you with news
- Report to our funders
- To make sure your details are up to date

Participants:

If you are or were a participant we will use your data to:

- Update you about upcoming projects
- Contact you with news
- Report to our funders
- To make sure your details are up to date
- Understand your access needs
- Send out project info for project participating in
- In case of emergency contact next of kin
- Promote the project
- Marketing for future projects

Artists:

If you are an artist that works with Phakama we will use your data to:

- Update you about upcoming projects
- Contact you with news
- Report to our funders
- To make sure your details are up to date
- Understand your access needs
- Send out project info for project facilitating in
- In case of emergency contact next of kin
- Promote the project
- Marketing for future projects
- Publicise your practice on the Phakama website
- Contact you for future work opportunities

As part of the registration process for our e-newsletter, we collect personal information. We don't rent or trade email lists with other organisations and businesses. We track the amount of opens and click-through links that our e-newsletters get.

We currently do not use Cookies on our website.

4. How we store your personal data

We take every precaution to protect your information. Data that is provided to us is stored on a secure server in an alphanumeric password-protected folder. Our server is protected by a two-step verification process, which requires an alphanumeric password and verification code to authorise new users.

Hard copies of applications and photo-permission and consent forms are stored in locked cabinets.

We will only hold your personal information for as long as is reasonably necessary for the purposes set out in this Privacy Policy and to fulfill our legal obligations. The retention periods will vary depending on the purpose. For example:

- Job applications and C.V's we keep for a year
- Medical until the end of the project
- Contracts 10 years

Our mailing list is stored on Mailchimp, which is accessed through a secure username and password. You can read Mailchimp's privacy policy [here](#).

5. Your rights and how you can change or delete your information

This is a summary of the applicable rights you have under data protection law which are complex; therefore not all of the details have been included in this summary. You can consult the relevant laws and guidance from the regulatory authorities for a full explanation of these rights

You have the right to request a copy of/change or delete the information that we hold about you at any time.

If you wish to stop receiving our newsletters you can opt-out via the link at the bottom of each email correspondence.

To get in touch with us to request any of the above please either email us at info@projectphakama.org, or call us on 020 7882 5761.

These rights are not absolute and there may be instances where we are not able to comply with your request, for example if certain activities are necessary in order to provide a service, or to comply with a legal obligation. If this is the case we will explain to you why we need to hold your information.

You should check this page occasionally to ensure you are happy with any changes to this policy

6. Who we share your personal information with.

As a National Portfolio Organisation, Arts Council England requests us to collect and share this data to ensure their own performance is still in line with the Public Sector Equality Duty.

Any data we share with the Arts Council and funders is anonymised.

We do not share your information with any Third Parties except freelance evaluators or development consultants employed by us to undertake specific reports and audits.

Sending your information via the internet is not completely secure and therefore we cannot guarantee the security of data sent to us electronically. Transmission of such data is therefore entirely at your own risk.

We do have links to Third Party organisations on our website, these organisations are not part of Phakama and as such have their own Privacy Policies in place which may differ to ours.

Contact Us

If you need any more information or have any questions or queries you can contact us directly:

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