



Withy Arts Data Protection Policy

Withy Arts may need to process personal information (names and addresses and other contact details) about the people who participate in our workshops, those who deliver them and partner organisations. On occasion, we may need to process sensitive personal information about individuals (relating to safeguarding concerns for example). When we process information, we will keep to the terms of the Data Protection Act 1998 (the Act), which sets out how we must handle information.

The Data Protection Act

We will make sure that we process information in line with eight principles of data protection described in the Act. These state that information must be:

- Fairly and lawfully processed
- Processed for limited purposes
- Adequate, relevant and not excessive
- Accurate and up to date
- Not kept for longer than is necessary
- Processed in line with individuals' rights
- Kept securely
- Not transferred to other countries without adequate protection

The Act sets limits on the way we collect, store and use information

- we file information
- how we access information
- how we pass information on to other organisations and individuals; and
- how and when we destroy information we are storing.

The Act says that people have a right to access any information that we hold about them. This includes Withy Arts workers and participants.

What we will do

Withy Arts workers will deal with day-to-day data protection issues. Withy Arts trustees have overall responsibility for ensuring that Withy Arts works in line with the Data Protection Act

- Withy Arts will protect the right of individuals to privacy
- Withy Arts will tell participants what will happen to their information, where it will be stored, for how long and for what purpose.
- We will make sure that the personal data we hold is stored securely on password-protected computers and is removed at the end of a project.



- Withy Arts will not pass on information to anyone who is not entitled to it
- We will hold contact information if necessary for project participants for no longer than the life of a project
- We will hold contact information for members for the extent of their membership and no longer

Right of access

People have the right to know if we process (collect, store and use) their personal information.

People can ask us to tell them:

- What kinds of personal information we process
- How we use personal information

Withy Arts will respond to requests for access to information within 28 days. People who want to access information held about them should contact Withy Arts workers.

How we use the information participants give us

Information participants give Withy Arts will be used to communicate with them, if necessary, by telephone, letter, email, or in any other reasonable way. Participants can ask for a copy of the information we hold about them and if the information isn't accurate, we will correct it.

Disposing of Information

Withy Arts will remove personal information about participants from our systems when their project is finished.

Any records about Safeguarding concerns or investigations will be kept for 25 years in accordance with our insurance policy.

Passing on information

We will only pass on information about a participant in circumstances where a child or vulnerable adult is at risk of being abused or if there is a suspicion that they are being abused. This information will only be passed to authorised safeguarding personnel at the Local Authority, the police or partner agency safeguarding personnel. This will be done in accordance with Withy Arts Safeguarding Policy.

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