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Document 1 Privacy Policy

Effective Date: 18 July 2025

Company Name: Inclusive Performing Arts Community Interest Company

Contact Email: inclusive performingarts@gmail.com

Data Protection Lead: Sadie Hunt

1. Introduction

At Inclusive Performing Arts CIC, we are committed to protecting the privacy and personal data of our participants, parents/guardians, staff, volunteers, and supporters. This Privacy Policy explains how we collect, use, share, and store personal data in accordance with the **General Data Protection Regulation (GDPR)** and the **Data Protection Act 2018**.

We are an inclusive performing arts organisation dedicated to supporting individuals with **Special Educational Needs and Disabilities (SEND)** through creative expression, performance, and inclusive practices.

2. What Personal Data We Collect

We may collect the following types of personal data:

Participants and Parents/Guardians:

- Full name and contact details (address, email, phone number)
- Date of birth and gender
- Medical information (e.g. allergies, emergency care plans)
- Educational needs or access requirements
- Photographs, audio and video recordings (with consent)
- Emergency contact details

Staff and Volunteers:

- Contact and identity details
- DBS check information
- Health information (where relevant)
- Training records and qualifications

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Website Visitors and Supporters:

- IP address and cookies (see Section 10)
 - Contact form submissions
 - Donation or ticketing information (if applicable)
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3. Legal Basis for Processing

We process personal data under the following lawful bases:

- **Consent:** When you have given us clear permission (e.g. photo consent).
 - **Contract:** To perform a service (e.g. managing class registrations).
 - **Legal obligation:** For compliance with safeguarding or employment laws.
 - **Vital interests:** For health and safety, in case of emergency.
 - **Legitimate interests:** To run our programmes, manage events, and maintain contact with participants and supporters.
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4. How We Use Personal Data

We use your personal data to:

- Deliver inclusive performing arts programmes
 - Provide support tailored to SEND participants
 - Contact you about classes, events, or changes
 - Ensure safety and wellbeing during sessions
 - Promote our activities (with permission)
 - Process payments and donations
 - Maintain organisational records
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5. Sharing Your Information

We will **never sell your data**. We may share your information with trusted third parties only when necessary:

- Health or emergency services (if required)
- IT or email service providers
- Funding or safeguarding bodies (in compliance with regulations)
- DBS processing services (for staff and volunteers)

All third parties must comply with GDPR and only process data according to our instructions.

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6. Data Retention

We only retain personal data for as long as necessary:

- Participant records: Up to 3 years after last engagement
- Safeguarding records: Up to 6 years or longer if required
- Financial/donation records: 6 years for legal obligations

Data is securely deleted or anonymised when no longer needed.

7. Your Rights

Under GDPR, you have the right to:

- Access your personal data
- Request correction of inaccurate data
- Request deletion of your data (where appropriate)
- Object to or restrict processing
- Withdraw consent at any time (e.g. for photo use)
- Lodge a complaint with the **Information Commissioner's Office (ICO)**

To exercise your rights, please contact us at inclusiveperformingarts@gmail.com

8. Data Security

We take appropriate measures to protect your data, including:

- Password-protected systems
 - Secure storage (physical and digital)
 - Staff training on data protection
 - Limiting access to only those who need it
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9. Children's Data

We collect data about children under 18 only with **parental or guardian consent**. We ensure this data is handled sensitively and used only to support their participation and wellbeing.

10. Cookies and Website Use

Our website uses cookies to enhance your experience. Cookies collect anonymous usage data such as browser type, pages visited, and time spent. You can manage your cookie preferences via your browser settings.

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11. Changes to This Policy

We may update this policy occasionally to reflect legal or operational changes. The most recent version will always be available on our website or upon request.

12. Contact Us

If you have any questions or concerns about this Privacy Policy or how we handle personal data, please contact:

Elise Gray Company Director
Inclusive Performing Arts Community Interest Company
inclusiveperformingarts@gmail.com