**Reach Inclusive Arts**

**Privacy Notice – Service Users**

At Reach Inclusive Arts, we take your privacy seriously and will only use your personal information to contact you in order to provide the service(s) you have requested from us.

**Who are we?**

We are Reach Inclusive Arts (Reach). We are a registered charity (no. 1116680) and company limited by guarantee (no. 5421272). You can contact us at Wyvern Theatre, Theatre Square, Swindon SN1 1QN, reachinclusive3@btconnect.com 01793 520318.

Reach does not have a designated Data Protection Officer. If you need to discuss any issues you can contact Reach staff, either Yvonne Chamberlain or Helen Whelehan.

Reach is an arts charity that promotes inclusion for people who are disabled and/or have mental health conditions. We provide a range of arts that include theatre, visual arts, film and media, music, movement and dance.

**What type of information is collected from you?**

The personal information we collect will be limited to that which is necessary for us to provide our services to you. This may include your name, address, telephone number, next of kin contact name and telephone number, any mobility issues and whether you receive any statutory benefits.

**How is your information used?**

With your consent, we will use your personal information to:

* Record your attendance at our drama and art sessions
* Contact you or your next of kin regarding any information that you may need to attend our drama and/or art groups, or any upcoming projects
* Contact your next of kin in case of an emergency or ill health

Your personal data will not be passed on to any third party organisations, or to another country or international organisation.

Your personal information is not provided as a statutory or contractual requirement.

Your personal information is stored in a locked filing cabinet in a locked office. Any data held electronically on computers is password protected.

Reach does not employ any automated decision making/logic systems in the processing or analysis of this data.

**How long will we hold your data?**

We will retain your personal information for as long as you are attending Reach drama and/or art groups and for a further 3 years following you no longer being involved with the charity.

**Your rights**

You have certain rights over the personal information we hold on you, including the following:

* The right to access the personal information we hold on you;
* The right to request rectification of your personal information, where it is found to be inaccurate;
* The right to request erasure of your personal information;
* The right to request that we do not further process your personal information;
* The right to object to our processing of your personal information; and
* The right to lodge a complaint with the Information Commissioner’s Office (ICO) if you are concerned about the way we are handling your personal information.

Please note that if you do not want us to process your personal information, we will be unable to contact you and this may prevent you from accessing our groups.

**How to contact us**

If you have any concerns over how we are using your personal information, or to make a request as per your rights above, please contact Yvonne Chamberlain or Helen Whelehan on 01793 520318 or email reachinclusive3@btconnect.com .

**Legal basis for processing personal data**

Under the General Data Protection Regulation (GDPR), which came into effect on 25th May 2018, there are a limited number of legal grounds for collecting, storing and using personal information.

The collection, storage and processing of your personal information by Reach is legally permitted as specific, informed, positive consent is given by service users.