CENTREPIECES
Mental Health Arts Project
Registered Charity 1160300

PRIVACY NOTICE

This notice describes how Centrepieces Mental Health Arts Project processes personal data in compliance with the General Data Protection Regulation (GDPR).

1. The legal basis for collecting personal data

Centrepieces collects personal data that is necessary for the purposes of its legitimate interests as a mental health art charity providing services for its members and beneficiaries.

2. The personal data that Centrepieces collects

- **Artist Members**

We collect artist members' name, postal address, email address, telephone numbers, emergency contacts, date of birth, gender and ethnicity. We ask for details of any disabilities, mental health background and art experience. We collect this data directly from members when they join Centrepieces, on the application form and at the initial interview.

- **CIO Members**

We collect CIO members' name, postal address, and email address.

- **Volunteers and Trustees**

From volunteers and Trustees, we collect name, postal address, email address, telephone numbers, date of birth and any other information required by the Charity Commission for the registration of Trustees. We reserve the right to request references and carry out ID and DBS checks for safeguarding purposes.

3. The collection of 'special' data

Centrepieces collects some sensitive personal data from members and volunteers that is considered as 'special' under the GDPR, namely gender, ethnicity, information about medical conditions, disability, mental health and support from care services. We also ask if there is a history of violence or any convictions. We ask for this information in order to ensure that members meet the criteria of our charitable purposes and for the safeguarding of everyone connected with the charity. We monitor diversity and inclusion to enable us to complete fundraising applications and to conform to the good practice recommendations of the Charity Commission.

4. What is this personal data used for

We use data about members, volunteers and Trustees for the administration of the charity and membership, the communication of information and the organisation of events. We use 'special'

data to ensure that members' support needs are adequately met while attending activities and events organised by Centrepieces and for the safeguarding of everyone connected with the charity.

We send emails to members with information about Centrepieces and forthcoming events and activities, unless members have opted not to receive such emails.

We use photographs taken at Centrepieces' events to publicise our activities on display boards, publicity materials and on our website.

5. Who personal data is shared with

The personal data of Trustees is shared with the Charity Commission, for the purposes of registration as a Trustee. Names of Trustees and details of any other charities they are connected with will be displayed on the Charity Commission website.

We may have to share information with mental health teams in the event of an incident or other need, for the purposes of assisting or safeguarding an individual or members and volunteers of Centrepieces. We would explain why we have to do this before the information is shared.

Our email distribution list is kept on an external server, and the hosting organisation has access to names and email addresses. It is not free to pass on information to other organisations, and must adhere to its own privacy policy.

We may share the personal data of volunteers with organisations offering training courses, where Centrepieces has agreed to pay the cost of the training and is booking places on their behalf.

Centrepieces will not share any other personal data, unless required to do so by law.

6. How data is stored

Paper membership application forms and any associated records are securely stored by Centrepieces in its office.

Other records are stored digitally on Centrepieces' computers. All personal data on computers is password protected. Passwords are only made available to authorised users and are changed every 6 months, or sooner if key volunteers leave Centrepieces or for other security reasons.

7. Who has access to data

The Project Co-ordinator, Assistant Co-ordinator and nominated administration volunteers have access to personal data in order to administer membership and activities of the charity.

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8. How we keep data up to date

We ask members and volunteers to notify us of any changes to personal information, either by emailing us or talking to the Project Co-Ordinator or a member of the administration team. We may also periodically ask members to check the details of stored personal data and to update data and permissions if appropriate.

9. How members can check what data we have about them

Members can ask the Project Co-ordinator, Assistant Co-ordinator or an administration volunteer for a copy of the basic membership data that we hold.

A Subject Access Request can be made for the provision of any other information we hold about an individual. We are required to provide this within one month. There is not usually a fee for this, although we can charge a reasonable fee based on the administrative cost of providing the information if a request is manifestly unfounded or excessive, or for requests of further copies of the same information

10. How to ask for data to be removed, limited or corrected

Members can ask the Project Co-ordinator, Assistant Co-ordinator or an admin volunteer by email or in person to amend, update or remove the information that we have collected.

Members may choose not to receive emails from Centrepieces about activities and events.

Members may ask Centrepieces not to take any photographs of them, and may ask that any personal photograph that appears on the Centrepieces' website or in publicity materials is removed.

11. How long we keep data for, and why

We keep application forms and personal data until individuals cease to be a member of Centrepieces and for at least two months after the end of the final membership year. Personal details will then be removed from our records, with the exception of names and the start and end dates of membership. If a former member applies to rejoin Centrepieces, they will be asked to complete a new membership application form.

However, we will delete a former member's details entirely on request to the Project Co-ordinator.

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12. What happens if a member dies

When informed of a current or former member's death, all paper and digital records will be destroyed and deleted.

13. Responsibility for ensuring compliance with the relevant laws and regulations

The Board of Trustees and the Project Co-ordinator are responsible for ensuring that Centrepieces discharges its obligations under the GDPR.