



Privacy Policy

1. Introduction

Impact Arts treats people's privacy very seriously. We obtain personal data and information from members of the public when they complete forms on our website, sign up to our newsletter, contact us, apply to join one of our projects or give us a donation. We pledge to take all reasonable steps to keep this data safe and secure. We will never sell people's data onto any third parties or use it to sell anything.

This policy sets out when and why we collect personal data when people visit our website and/or when they join one of our projects.

2. Company Information

We are Impact Arts (Projects) Ltd a Scottish charity that uses participation in creative activities as a means of building confidence and empowering people and communities to realise their full potential. We are a registered charity (Scotland Charity Number SCO32430. Our registered address is The Boardwalk, 105 Brunswick Street, Glasgow G1 1TF. We can be contacted for further information on this policy at: Email: mail@impactarts.co.uk; Tel: 0141 575 3001.

3. Data That We Collect

When you visit our website and complete one of our online forms e.g. Contact Us, Join a Project, Make A Referral or Join Our Team or when you go online to Make A Donation or sign up to our regular Newsletter, we will obtain information about you. The same information can also be collected manually e.g. through paper forms when joining a project or making a referral to a project.

Consent:

It's important that you seek permission from a parent/ carer before applying to join a project if you are under 16 years old.

It's important that you ensure you have permission from the person you are referring to supply their personal information before you do so.

Making a Referral:

Information we collect about you includes your name, address and contact details including email address and telephone number, job title, organisation you work for and information about the person you support including their name, address and contact details including email address and telephone number, date of birth and basic health or personal information relating to why you are referring them to enable us to assess suitability/ eligibility.

Asking to Join A Project:

Information we collect includes your name, contact details, date of birth and pronouns.

Signing up for a newsletter:

Information we collect includes name and contact details plus any specific areas of interest so that we can at times tailor newsletters to suit your interests.



Contact us/ Join our Team:

Information we collect includes your name and contact details.

Donations:

This section of our website directs you to our charity donation partner Charities Aid Foundation and so no data is collected by Impact Arts but is instead managed externally by CAF who have their own privacy policy and robust data protection systems in place.

4. Data Storage

We will only store your data for as long as there is a need to and this will depend on the type of information you supply and the purpose for which we collect it.

If you submit a Contact Us or Join the Team query then we will hold that data for a maximum of 6 months.

If you self-refer or submit a referral to a project then we will notify you at the point of joining a project how long we will hold your data for.

If you do not end up joining a project we will ask if we can hold your data for up to 6 months so that we can get in touch at a later date if we have a more suitable project available for you.

At the end of the retention period, your data will be disposed of safely and securely.

- Data that is entered via our website is stored on our secure Salesforce CRM.
- If you sign up for our newsletter your data is stored on our Mailchimp mailing system.
- If you sign up for one of our projects, we will give you a data retention policy to explain how we will use your data at that stage.

5. Data Protection

Impact Arts has adopted appropriate security measures for the protection of personal information and has installed all technical and organisational measures at its disposal to prevent the loss, misuse, alteration, unauthorised access and theft of personal information.

Every effort is made to ensure that staff are fully aware of these measures and the associated guidance in relation to your personal information. Only those staff members who are authorised to access the data subject's information, and/or are required to do so as part of their regular duties, will have access to it. Staff undergo mandatory training to ensure they are aware of the legal requirements surrounding the retention and safe storage of personal data.

6. Accessing Personal Data

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request
- require us to change incorrect or incomplete data
- require us to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing
- object to the processing of your data where we are relying on legitimate interests as the legal ground for processing.

If you have any questions about the use of your data or would like to exercise any of these rights, including accessing what data we hold on you, you can contact us at mail@impactarts.co.uk.

7. Opting out of Data Collection



If you would like to be removed from our Newsletter mailing list you can click unsubscribe at the bottom of any newsletter.

If you would like to opt out of us collecting your data for any other purposes then get in touch directly via mail@impactarts.co.uk.

8. Making A Complaint

If you would like to complain about how your data has been handled then you can contact the Information Commissioners Office at [Make a complaint | ICO](#)

9. Tracking Data

Articles on Impact Arts' website may include embedded content (e.g. videos, images, articles, etc.). Embedded content from other websites behave in the exact same way as if the visitor has visited the other website.

These websites may collect data about you, use cookies, embed additional third-party tracking, and monitor your interaction with that embedded content, including tracking your interaction with the embedded content if you have an account and are logged in to that website.

Analytics

We use a third-party service, Google Analytics, to collect standard internet log information and details of visitor behaviour patterns on our website. We do this to find out things such as the number of visitors to the various parts of the site. This information is only processed in a way which does not identify anyone. We do not make and do not allow Google to make, any attempt to find out the identities of those visiting our website.

Cookies

Cookies provide information regarding the computer used by a visitor. We may use cookies where appropriate to gather information about your computer in order to assist us in improving our website. They fulfil a number of functions including letting you navigate pages efficiently, remembering your preferences and generally improving your experience.

We may gather information about your general internet use by using cookies. Where used, these cookies are downloaded to your computer and stored on the computer's hard drive. Such information will not identify you personally. It is statistical data. This statistical data does not identify any personal details whatsoever.

You can adjust the settings on your computer to decline any cookies if you wish. This can easily be done by setting your browser preferences on your computer.

Data protection policy updates

Any changes we make to our policy will be put on our website. Please check for updates from time to time, so you are always fully aware of what information is collected and how it is used.

10. Data Protection Act 2018

Impact Arts will treat all personal data in line with obligations under the current data protection regulations.

Version Control			
Version	Author(s)	Date	Changes Undertaken
1	Fiona Doring, Mairi McLaren and Maria Boyle	05/02/2024	Full Policy Review