



Data Privacy

Our Data Privacy Policy

At Foolproof Creative Arts, we are committed to protecting and respecting your privacy. This policy explains when and why we collect your personal data and what we do with it.

We may change this policy from time to time so please check this page occasionally to ensure you are happy with any changes.

Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

Who are we?

Foolproof Creative Arts is the data controller (contact details below). This means we decide how your personal data is processed and for what purposes.

We are a registered Charity (SCO 40968) and a company limited by guarantee (Company Number SC365865). Our registered office is: Foolproof Creative Arts, Challenge House, 29 Canal Street, Glasgow, G4 0AD.

How do we process your personal data?

The Trustees of Foolproof Creative Arts comply with its obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of

data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes:

- To inform you of news, events and initiatives run by Foolproof Creative Arts;
- To keep current records of participants of our activities;
- To seek your views or comments on the services we provide;
- To enable us to provide a service for the benefit of the public in a particular geographical area;
- To fundraise and promote the interests of the charity;
- To maintain our own accounts and records (including the processing of gift aid applications);
- To process a grant or job application.

What is the legal basis for processing your personal data?

Explicit consent of the data subject so that we can keep you informed about news, events, initiatives, gatherings, and process your gift aid donations.

Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement.

Processing is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided:

- the processing relates only to those who have regular contact with it in connection with those purposes; and
- there is no disclosure to a third party without consent.

We review our retention periods for personal information on a regular basis. We are legally required to hold some types of information to fulfil our statutory obligations (for example the collection of Gift Aid). We will hold your personal information on our systems for as long as is necessary for the relevant activity.

Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with other members of the Foolproof Creative Arts team in order to carry out our services. We will only share your data with third parties outside of Foolproof Creative Arts with your consent.

Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data:

- The right to request a copy of your personal data which Foolproof Creative Arts holds about you;
- The right to request that Foolproof Creative Arts corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for Foolproof Creative Arts to retain such data;
- The right to withdraw your consent to the processing at any time;
- The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable) [Only applies where the processing is based on consent or is necessary for the performance of a contract with the data subject and in either case the data controller processes the data by automated means];

- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data, (where applicable) [Only applies where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority); direct marketing and processing for the purposes of scientific/historical research and statistics];
- The right to lodge a complaint with the Scottish Information Commissioner's Office.

Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

Changes to this policy

Foolproof Creative Arts may amend this Privacy Policy from time to time to ensure compliance with changes or amendments to the law of the UK. Any amended version will be available on our website at www.foolproofcreativearts.com.

Contact details

To exercise all relevant rights, queries or complaints please in the first instance contact the Creative Director at Foolproof Creative Arts, Challenge House, 29 Canal Street, Glasgow, G4 0AD.

You can contact the Scottish Information Commissioners Office on 01334 464 610 or via email enquiries@itspublicknowledge.info or at the Scottish Information Commissioner, Kinburn Castle, Doubledykes Road, St Andrews, Fife, KY16 9DS.