



# Privacy Notice

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## Purpose

A Place For Us CIC (“PFU” or “the Company”) is committed to protecting your personal information and being transparent about what information we hold about you and your child and children in your care.

This privacy notice is intended for:

- Schools in which we deliver tuition;
- Students participating in PFU Academies and Theatre Groups and their parents/carers;
- Students receiving tuition from PFU or their parent/carer;
- Funding Partners;
- Tutors operating as self-employed contractors on behalf of the Company;
- Donors, benefactors and supporters of the Company.

The purpose of this policy is to give a clear explanation as to how PFU uses the information we collect from the above parties. PFU is a ‘data controller’.

## The lawful basis for obtaining and using personal data

PFU needs data in order to fulfil its contractual obligations with parents, schools and funders in order to provide them with the training/education/experience for which they or their children have applied.

Parents or guardians with children under the age of 16 will act on behalf of their children. Children over 16 years of age are deemed competent to understand this privacy statement.

We will only process personal data where we have one of six ‘lawful bases’ to do so under Article 6 of the EU General Data Protection Regulations.

A Place For Us CIC – Creative Inclusive Communities

Contact: [enquiries@placeforus.org.uk](mailto:enquiries@placeforus.org.uk)



aplaceforusCIC

Registered as a Community Interest Company - Company Number: 12419045

Most commonly:

- To fulfil a contract with the individual, or when the individual has asked PFU to take specific steps before entering into a contract;
- For the legitimate interests of PFU (provided the individual's rights and freedoms are not overridden);
- Where the individual (or their parent/carer if under the age of 16) has freely given consent.

And exceptionally:

- To comply with a legal obligation;
- To ensure the vital interests of the individual e.g. to protect someone's life;
- To perform a task in the public interest.

## The personal data we hold

PFU will use the information you provided in your initial application or contract and may supplement this with additional information which you provide following this.

Personal data that we may collect, use, store and share (see Data Sharing below) about individuals includes, but is not restricted to:

- Your full name, title, date of birth and gender;
- Postal address, email address and phone number;
- IP (internet protocol) address e.g. cookies;
- Emergency contact details and contact preferences;
- Name of school attended;
- Any relevant individual educational needs;
- Details of any medical conditions or dietary requirements;
- Attendance information;
- Safeguarding information;
- Details of any support received;
- Gift Aid status;
- Payment card details (these are not stored);
- Photographs and video recording (see below);

# Why we use this data

We use this data to:

- Administer, organise and deliver Performing Arts training and experiences, in a range of settings;
- Manage students' registration, participation in, and progression through PFU programmes;
- Support student learning;
- Monitor and report on student progress;
- Provide appropriate pastoral care and ensure welfare of children while in our custody, particularly when on tours and residential courses;
- Protect student welfare and meet our legal obligations relating to child protection and safeguarding;
- Assess the quality of our services;
- Administer applicants waiting lists;
- Manage applications for financial support;
- Carry out research;
- Comply with contractual / regulatory obligations e.g. reporting to the Arts Council or other funders;
- Share with partners for joint activities;
- Administer payments and donations including the processing of Gift Aid;
- Keep you updated with PFU activities that are relevant to you;
- Offer you opportunities to engage further with our activities;
- Further fundraising activities on behalf of PFU;
- Keep in touch with our alumni;
- Generate publicity and advertise PFU's services;
- Promote events/concerts/courses/workshops;
- Celebrate the success of our students and raise awareness of their achievements;
- Help achieve the Company's aims: to carry on activities which benefit the community and in particular (without limitation) the company's activities will involve working with Children and Young People and the wider community. Using Theatre, Music, Dance and other Creative Arts to engage, inspire and create high quality cultural experiences that will raise aspirations and have a positive impact on the cultural, social and economic prosperity of the local community in Halton, and beyond.

# Photographs and Video Recording

As part of PFU's activities, we will take photographs and record videos of groups and performers at events for which PFU is an organiser or contributor. Such material will be used solely by PFU for publicity e.g. prospectuses and other similar information about the Company, displayed on our premises, on banners at concerts and on our website, assessment, educational and social media purposes, fundraising or other purposes to help achieve the Company's aims.

When using photographs and videos for publicity, display or website purposes, we will not accompany them with any other personal information about the child, to ensure they cannot be identified.

Although we will carefully use images on the basis of our 'legitimate interests' (see above), we understand there may be occasions where individuals give good reason why we should withdraw certain images.

If you ask us to withdraw an image with good cause, we will delete the photograph or video and not distribute it further. Images that might cause embarrassment or distress will not be used.

## Data sharing

Where it is legally required, or necessary for the reasonable undertaking of our business activities (and it complies with data protection law) we may share personal information with:

- Financial Organisations (e.g. GoCardless, Xero, Stripe) - to enable payment processing and debt collection;
- Schools – where we provide tuition for your child in partnership with their school, PFU and the school act as joint data controllers;
- Suppliers and service providers – to enable them to provide the service we have contracted them for; or, during due process, to assess the suitability of their service
- Funders (e.g. the Department for Education, Arts Council England, the Charity Commission) – to report on how we meet funding criteria;
- Local government (e.g. Halton Local Authority) - to meet our legal obligations to share certain information with it, such as safeguarding concerns;
- Our auditors – to meet our legal obligation as a business to be regularly audited;
- Tutors operating as self-employed contractors on behalf of the Company – to enable them to contact you directly regarding a student's activity;

- Travel companies and tour operators – to enable them to set up and administer travel or tour arrangements connected with a tour led by PFU;
- Outdoor education centres (e.g. Conway Centres, Stanley Head Outdoor Education Centre) – to ensure student safety on residential trips and to ensure any individual needs are met;
- Examination boards (e.g. LAMDA) – to enter students for graded Performing Arts examinations;
- Health and social welfare organisations;
- Professional advisers and consultants;
- Police forces, courts, tribunals.

## Security of your personal data

We will put in place appropriate safeguards (both in terms of our procedures and the technology we use) to keep your personal information confidential and as secure as possible. Your data will only be accessible to authorised staff and volunteers. We will ensure that any third parties we use for processing your personal information do the same.

Third Party Organisations: We may combine information you have given to us with this additional information available from external sources. This will only be done when you give permission to the relevant third party organisations to share the data they hold on you, or if the data is already publicly available.

Where we have given you (or where you have chosen) a password which enables you to access certain parts of our site, you are responsible for keeping this password confidential. We ask you not to share a password with anyone.

Information will be stored for only as long as it is needed or required by statute and will be disposed of appropriately.

We will not transfer, process or store your data anywhere that is outside of the European Economic Area.

We undertake to report any data breaches in accordance with Data Protection Act and General Data Protection Regulations guidelines.

# Data breaches

A Place For us CIC takes any breach of data seriously. A data breach could be the deliberate or accidental:

- Loss of data – e.g. not knowing where physical or digital data is stored or how to access it, including devices being lost or stolen.
- Destruction of data – both physical and digital
- Corruption of data – e.g. changing data without permission or good reason or changing it with permission or good reason but incorrectly, either by PFU staff, volunteers or third parties
- Unauthorised use of data e.g. sending an email that requires consent where consent has not been given.
- Unauthorised access to data – e.g. an (unauthorised) third party gains access to data stored by PFU
- Unauthorised disclosure of data – e.g. PFU passing data to a third party where we do not have a lawful basis to do so.

PFU acknowledges that a data breach can occur through both action and inaction on the part of the Data Controller or Processor.

## How we prevent Data breaches

PFU has the following safeguards to ensure against possible data breaches:

- Data is stored on secure systems with access controlled by passwords
- Automatic, and manual, processes ensure passwords are updated on a regular basis, including as soon as an individual's role within, or relationship to, PFU changes.
- Automatic, and manual, processes ensure mass communications are only sent in line with mailing preferences.

## If a Data breach occurs

If anyone associated with PFU thinks a data breach has occurred then it should be reported to the Data Protection officer/Directors immediately.

The Data protection officer/Directors will work with relevant individuals to investigate the potential breach. The response plan will include the following steps:

- Establish if a breach has occurred.
- Investigate if any measures can be taken to contain or minimise the breach.
- Establish the full extent and nature of that breach – including what the breach was, how many data subjects are affected and who they are.
- Establish if the data breach has, or is likely to, pose a significant risk to the data subjects rights and freedoms:
  - If the breach does pose a significant risk to the data subjects rights and freedoms we will:
    - Ensure all trustees are informed.
    - Report the breach to the ICO. This will be done in-line with their guidelines and as soon as possible, but no later than 72 hours after the breach occurred.
    - Report the breach to any other relevant regulators, including the Charity Commission and OSCR.
    - Report the breach to the data subjects affected, informing them of what has happened, possible and likely impacts it might have on them and what we are doing to manage the breach and reduce risk of future occurrences.
  - If the breach does not pose a significant risk to the data subjects rights and freedoms we will:
    - Document details of the breach and the decision making process involved in assessing the severity and risk of the breach.
    - Ensure the breach is reported to the Board of Trustees at the next planned full board meeting.
- Conduct an internal investigation into how the breach happened and what measures need to be taken to minimise the risk of similar breaches occurring in the future.

# Data retention policy

## Introduction

This policy sets out how A Place for Us CIC will approach data retention and establishes processes to ensure we do not hold data for longer than is necessary.

It forms part of PFU's Data Protection Policy.

## Roles and responsibilities

PFU is the Data Controller and will determine what data is collected, retained and how it is used. The Data Protection Officer for PFU is [name]. They, together with the [trustees/committee] are responsible for the secure and fair retention and use of data by PFU. Any questions relating to data retention or use of data should be directed to the Data Protection Officer.

## Regular Data Review

A regular review of all data will take place to establish if PFU still has good reason to keep and use the data held at the time of the review.

As a general rule a data review will be held every 2 years and no more than 27 calendar months after the last review. The first review will take place on 1 September 2022.

## Data to be reviewed

- PFU stores data on digital documents (e.g. spreadsheets) stored on personal devices held by Directors.
- Data stored on third party online services [(e.g. Google Drive, Mail Chimp)]
- Physical data stored at the homes of Directors

## Who the review will be conducted by

The review will be conducted by the Data Protection Officer with other Director to be decided on at the time of the review.

## How data will be deleted

- Physical data will be destroyed safely and securely, including shredding.
- All reasonable and practical efforts will be made to remove data stored digitally.



- Priority will be given to any instances where data is stored in active lists (e.g. where it could be used) and to sensitive data.
- Where deleting the data would mean deleting other data that we have a valid lawful reason to keep (e.g. on old emails) then the data may be retained safely and securely but not used.

## Criteria

The following criteria will be used to make a decision about what data to keep and what to delete.

Question	Action	
	Yes	No
Is the data stored securely?	No action necessary	Update storage protocol in line with Data Protection policy
Does the original reason for having the data still apply?	Continue to use	Delete or remove data
Is the data being used for its original intention?	Continue to use	Either delete/remove or record lawful basis for use and get consent if necessary
Is there a statutory requirement to keep the data?	Keep the data at least until the statutory minimum no longer applies	Delete or remove the data unless we have reason to keep the data under other criteria.
Is the data accurate?	Continue to use	Ask the subject to confirm/update details
Where appropriate do we have consent to use the data.	Continue to use	Get consent

This consent could be implied by previous use and engagement by the individual.		
Can the data be anonymised	Anonymise data	Continue to use

## Statutory Requirements

Data stored by PFU may be retained based in statutory requirements for storing data other than data protection regulations. This might include but is not limited to:

- Gift Aid declarations records
- Details of payments made and received (e.g. in bank statements and accounting records)
- Trustee meeting minutes
- Contracts and agreements with suppliers/customers
- Insurance details
- Tax and employment records

## Other data retention procedures

### Member data

- When a member leaves PFU and all administrative tasks relating to their membership have been completed any potentially sensitive data held on them will be deleted – this might include bank details or medical data
- Unless consent has been given data will be removed from all email mailing lists
- All other data will be stored safely and securely and reviewed as part of the next two year review

### Mailing list data

- If an individual opts out of a mailing list their data will be removed as soon as is practically possible.
- All other data will be stored safely and securely and reviewed as part of the next two year review

## Volunteer and freelancer data

- When a volunteer or freelancer stops working with PFU and all administrative tasks relating to their work have been completed any potentially sensitive data held on them will be deleted – this might include bank details or medical data.
- Unless consent has been given data will be removed from all email mailing lists
- All other data will be stored safely and securely and reviewed as part of the next two year review.

## Other data

- All other data will be included in a regular two year review.

## Your rights to your personal information

You have the right to request a copy of the personal information that we hold about you and to have any inaccuracies in this data corrected. Please use the contact details at the end of this policy if you would like to exercise this right. As joint data controllers with schools, we will co-operate with valid requests from schools to supply them with information we hold about children who are joint students.

## Contact details and further information

Please get in touch with us if you have any questions about any aspect of this privacy notice, and in particular if you would like to object to any processing of your personal information that we carry out for our legitimate organisational interests.

All enquiries relating to this policy and/or the storage of your personal information by PFU should be addressed to:

Chris Bastock (Artistic Director)

A Place For Us CIC

121 Ye Priory Court

Liverpool

Merseyside

L25 7BG

Email: [enquiries@placeforus.org.uk](mailto:enquiries@placeforus.org.uk)