



Data Sharing Policy

Please read the policy in full and then sign and date the attached form that states that you agree to the terms stated. Depending upon the nature of your interaction with OT Creative Space, different aspects of this form will be more relevant to you than others; please disregard any areas stated that don't apply to you and your contract with us; this policy is designed for all of our service users and clients who interact with us in different ways.

OT Creative Space (OTCS)

OTCS understand that your personal information and privacy is important to you. It will make every effort to ensure that the information you share with it is recorded accurately, retained securely and used only according to your wishes. OTCS protects your personal information and adheres to all current data protection act legislation with respect to protecting privacy. OTCS does not give out, sell or trade our mailing list data with external organisations.

OTCS is committed to looking after any information that you make available to it in accordance with data protection and privacy laws. This applies whether the information is obtained directly from individuals via the organisation's website by completing online forms or by making online bookings to any of its activities, or by other means such as phone calls, e-mail, printed forms, or in person. It also applies to information obtained from publicly available sources.

OTCS is the sole Data Controller and is responsible for any personal information OTCS staff collect about you. This policy outlines whose information OTCS collects, what information it collects, how it collects it, and what it does with it.

Personal data

Whose information does OTCS collect?

OTCS collects personal information about the following categories of people:

- Audiences attending all of our events via signing in sheets
- Subscribers to our mailing list (more details on nature of our mailing list in 'What We Do With The Information' chapter);
- Donors, funders and sponsors;
- People engaging the OTCS team for project specific consultancy work;
- Organisations who wish to Partner OTCS for projects or programmes of work
- Schools and groups who interact with OTCS Arts Award projects;
- Media and press;
- Board members;
- Participants in engagement, volunteering or community activities;
- Workshop and training providers;
- Suppliers for our events (room providers, equipment etc);
- Other stakeholders;
- Other enquirers, to improve upon our sector support we log all enquiries made and monitor their outcome.

What information does OTCS collect?

Depending on the nature of your relationship with OTCS some or all of the following information may be collected:

- Audience figures and statistics from events;
- Any details associated with your interaction with and progression through any Arts Award projects that we run in conjunction with our events;
- Information on your cultural background to help us monitor and increase a provision and platform for diverse audiences and artists;
- Information on your stated sexual orientation to help us monitor and increase a provision for LGBTQI audiences and artists;
- Any information that your disability status so that we can develop and increase a provision and opportunities for disabled artists and audiences;
- Biographical information consisting of your name, title, birth date, age and gender;
- Your contact details including address, email address and phone number;

- Information about the admission and event tickets you have bought/reserved;
- Information about your relationship with our team, specifically any past collaborations so that we can declare any conflicts of interest on future projects;
- Your current interests and preferences;
- Your professional history with OTCS and any of its associate projects;
- Access and dietary requirements;
- Relevant medical information;
- Occupation and professional activities;
- Film or photography of our events and activities;
- Records of donations or transactions;
- Attendance at events.

How does OTCS collect the information?

Information is collected under the following circumstances:

- Eventbrite: By booking for an event via OTCS Eventbrite channel, you consent to the collection, retention and use of your personal information in accordance with the terms outlined below: [Eventbrite terms of service & Eventbrite Privacy Policy](#)
- Becoming a supporter by making a donation;
- Providing information via surveys and evaluation activities;
- Completing a photography or film consent form;
- Taking part in a participatory project;
- Through personal contact with a staff member;
- From publicly available sources;
- Enrolling on to an engagement, volunteering, or community programme;
- Applying to participate in and/or seek commissioning support from one of our projects.

What does OTCS do with the information?

OTCS will process your personal data for our legitimate business interests and for the performance of your contract with the organisation.

OTCS uses the following platforms to gather information and help it to do the following:

- Provide and manage our services, such as attendance at events or workshops
- Inform our business decisions, such as strategic projects designed to cultivate the evolution of the work OTCS does;
- Manage contact with, and provide information to our funders and stakeholders;

- Communicate with our audiences about our news, and updates;
- Administer payments and purchases;
- Administer commissioning funds;
- Deliver bespoke mentoring and administrative support;
- Understand who our audiences are to improve our services, or to provide information to funders or partners;
- Provide an appropriate environment, or level of support to participants in our engagement, community or volunteering programmes;
- Respond to emergency situations appropriately for our visitors.

When you provide OTCS with your contact details, you will be asked whether you wish to receive any further communications from the organisation. OTCS will only communicate with you if:

- You give us your consent to;
- OTCS is contractually obliged to. For example, where it needs your data to fulfil a contract with you;
- OTCS need to out of legal compliance. For example, where the law requires the organization to (such as with HR records);
- There is a legitimate interest. For example, where OTCS requires your data to pursue a legitimate interest in a way which might reasonably be expected as part of running the business and which does not impact your rights, freedoms or interests.

OTCS may still use your personal information in the following situations, which are likely to be rare:

- Where OTCS needs to protect your interests (or someone else's interests);
- Where it is needed in the public interest or for official purposes.

OTCS will ensure that all personal data you supply is held safely and securely and in accordance with data protection and privacy laws, including the new General Data Protection Regulation (GDPR).

OTCS does not sell or otherwise transfer personally identifiable information to any third parties unless you have consented to this or this is permitted by law.

OTCS will store your information for a period of time depending upon the nature of your interaction with OTCS. Information on artistic output, audience statistics and evaluative reports will be held indefinitely. Personal data will be held for a period of two years after the working relationship has ended.

Once your data has been deleted OTCS will not inform you that this has taken place and should you interact with OTCS after the deletion of your data the organisation will hold it for another two years after the completion of the relationship.

What are your rights in connection with your personal information?

Under certain circumstances, by law you have the right to:

- Request access to your personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information OTCS holds about you and to check that the organisation is lawfully processing it.
- Request correction of the personal information that OTCS holds about you. This enables you to have any incomplete or inaccurate information held about you corrected.
- Request erasure of your personal information. This enables you to ask OTCS to delete or remove personal information where there is no good reason for the organisation continuing to process it. You also have the right to ask OTCS to delete or remove your personal information where you have exercised your right to object to processing.
- Object to processing of your personal information where OTCS are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where the organisation is processing your personal information for direct marketing purposes.
- You will not have to pay a fee to access your personal information (or to exercise any of the other rights). However, OTCS may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, the organisation may refuse to comply with the request in such circumstances.
- OTCS may need to request specific information from you to help confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

Website Privacy Notice

OTCS uses a number of different cookies on this site. These are necessary cookies that are essential in helping users to move around the website and use its features such as events bookings; and performance cookies, that collect information about how users use the site, such as which pages are the most visited. These cookies only collect anonymous information and only use any information to improve the site.

OTCS uses Google Analytics on the site , which uses cookies to collect this sort of information. Please click here for more information on [Google's privacy policy](#), or here to [opt out of being tracked by Google Analytics](#) on all sites.

Third party cookies are set by other sites; for example, if a video has been embedded from YouTube, YouTube may set a cookie of its own.

If you wish to discuss any of the points outlined within this policy, please do not hesitate to contact the OTCS team who will be happy to answer any questions that you may have.