



ART AGAINST KNIVES- PRIVACY NOTICE

This Privacy Notice explains when and why we collect personal information about you, how we use it and the conditions under which we may disclose it to others. Your personal data is defined as any information that can directly or indirectly identify you. This notice also explains how we keep your data safe and secure and includes information you need to know about your rights and how to exercise them.

If you have any questions regarding our Privacy Notice and our use of your personal data or would like to exercise any of your rights, please get in touch via the following information:

Email us: hello@artagainstkknives.com. Subject heading: Data Protection Enquiry
Telephone us: 020 3004 7974

If you are unhappy with the way we process your data, you can also make a complaint to the Information Commissioner's Office (ICO) which regulates the use of information in the UK. They can be contacted by:

Telephone 0303 123 1113

Write to the ICO: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Or by going online to www.ico.org.uk/concerns

If you are based outside of the UK, the complaint should be directed to the relevant Data Protection Supervisory Authority in that Country.

- Who are we?
- How do we collect information for you?
- What type of information is collected from you?
- How and why is your information used?
- How long is your information kept for?
- Who has access to your information?
- Lawful Processing

- Fundraising and Marketing communications
- Your Choices
- Your Rights
- Keeping your information safe
- Use of 'cookies'
- Transferring your information outside of the United Kingdom
- Changes to this promise
- Review of this promise

1. Who are we?

We are Arts Against Knives and for the purposes of UK Data Protection Law we are registered as a Data Controller under registration number ZA215404. Our purpose is to embed creative spaces in London's most isolated communities, co-designed with young people, that build on their strengths and create opportunity to prevent young people from becoming victims or perpetrators of violent crime.

In this Notice, Arts Against Knives 'we', 'us', 'our' means:

Arts Against Knives charity registration number 1140866 with a registered address at 21-27 Lamb's Conduit Street.

2. How do we collect information from you?

Information you give us directly

For example, we may obtain information about you when you enquire to receive help and support from us, if you attend one of our events, when you apply to work with us, if you volunteer or fundraise for us. We also collect information when you fill in a form online or from emails, or when you give permission to other parties to share it with us in order to carry out our responsibilities as a charity.

We may occasionally collect information when it is available publicly from external sources and may help us to provide a better service or raise funds to continue our work.

When you visit this website

We may, like many companies, automatically collect the following information when you visit our website:

Technical information, including the type of device you're using, your IP address, domain name, the date and time of your visit, the pages you accessed, documents you downloaded, the previous website you have visited and type of browser you are using.

We collect and use your personal information by using cookies on our website - more information on cookies can be found under 'the use of cookies' section below. Wherever we use non-essential cookies we will request your Consent.

Social Media

When you interact with us on social media platforms such as Instagram, Facebook and Twitter, we may obtain information about you (for example, when you publicly tag us in an event photo). The information we receive will depend on the privacy preferences you have set on those types of platforms.

3. What type of information is collected from you?

In order to carry out our work and to reach the charity's objectives, we collect personal information about our donors, volunteers, supporters, hospitals, medical professionals and service providers as well as the children (and their families) we support.

This may include:

- Your name and contact details (including postal address, email address and telephone number).
- Your date of birth.
- Information to process booking an appointment with one of the members of our team.
- If you have donated with us or make an ongoing donation, we may have records of previous support and donations.
- If you attend our events, we may have records of events bookings, including volunteers, supporters and beneficiaries, we may hold an image of you in a photo or video to use on our website or in other fundraising and marketing materials to promote the charity.
- A photo will be necessary for staff and volunteers to be used for DBS and right to work checks.
- Your bank or credit card details if you make a purchase or if you make a donation to us. Your card information is not held by us, it is collected by our third-party payment processors, who specialise in securing your information and processing of debit/credit card transactions.

- Any other personal information that may be shared with us and information to assist us in providing our services.

Data protection laws recognise certain categories of personal information as sensitive or 'special categories of data' and therefore requiring greater protection, for example, information about your health, religion, sex life or sexual orientation.

In the nature of what our charity does, we actively collect special category data and children's data from our service users to achieve the objectives of the charity and to provide the help and support we give. Such data is collected with only your explicit Consent and is handled with great care.

4. How and why is your information used?

We may use your information for a number of different purposes, which may include:

- Keeping a record of your relationship with us.
- Carrying out our obligations under any contracts entered into between you and us.
- Providing you with the services, products, or information you asked for.
- For internal administrative purposes, and to let you know about changes to our services or policies that may affect you.
- Seeking your views or comments on the services and information we provide.
- Notifying you of any changes to our services.
- Sending you communications which you have requested and that may be of interest to you. These may include information about events we may organise.
- Processing applications for job opportunities; and
- Record an event that you attend.

How long is your information kept for?

We keep your information for no longer than is necessary for the purposes it was collected for. The length of time we keep your information for is determined upon our legal and operational considerations. For example, we are legally required to hold certain types of information to fulfil our statutory and regulatory obligations (e.g., Employment law, Health and Safety and tax/accounting purposes).

We review our retention periods on a regular basis, record these and update them accordingly. If you would like to know more about how long we hold your personal information for, please email hello@artagainstknives.com.

5. Who has access to your information?

We do not sell or rent your information to third parties. We do not share your information with third parties for marketing purposes unless we have your consent to do so.

Authorised employees will have access to your information where it is necessary, all employees have undertaken data protection training and understand their obligations when taking care of information on behalf of Arts Against Knives.

Third parties working on our behalf

We may pass your information to our third-party service providers, suppliers' subcontractors and other associated organisations for the purposes of completing tasks and providing services to you on their behalf, for example, to process a donation. Please be assured that your data will not be processed by these third parties for any other reason than that stated unless you have requested us to do so, or we are required to do so by law. For example, for the purposes of prevention of fraud or other crime or any other requirement by law.

We have performed a Third-Party Supplier assessment on all our suppliers and have identified a low risk for these organisations. Such decisions are assessed on a regular basis and our findings are kept for record purposes.

6. Lawful Processing

Data protection law requires us to rely on one or more lawful basis for processing your personal information. Please see the following lawful grounds we use and believe are relevant and lawful under data protection laws.

Specific and informed Consent

Where you have provided your consent to use your personal information for a certain purpose, for example:

- to provide service users with help and support
- to send you email communications
- to use a photo or video to promote our charitable purposes

Legitimate Interests

Where it is necessary to achieve our and others' objectives as a charity with good reason as long as we can demonstrate that the use is fair and with your reasonable expectations. This might include but is not limited to:

- To send you communications through the post which we believe might be of interest to you.
- To personalise, enhance, modify and improve our services and communications to you to benefit our customers.
- To understand how people interact with our website, the effectiveness of our services, our promotional marketing campaigns and our advertising.

Whenever we use Legitimate Interest to process data, we perform a Legitimate Interest Balancing Assessment (LIA) to enable us to consider any potential impact on you (both positive and negative), and your rights under data protection laws. Your information will not be processed if our interests as a charity override your fundamental rights and freedoms according to the law.

Legal Obligation

We will use this condition to process personal information where we are required by law, such as to process information about employees.

Performance of a contract

Where we are entering into a contract with you, for example where you have purchased a ticket and attended an event we have organised.

Vital Interests

Where it is necessary to protect your life or your health. An example would be in the case of a medical emergency by an individual attending one of our events.

Fundraising and Marketing Communications

Your contact details may be used to provide you with information about our services or our fundraising opportunities on behalf of our clients.

Post

We may use your Consent or our Legitimate Interest to send you fundraising or marketing communications by post. If you prefer not to hear from us this way, please get in contact and let us know by any of the contact details listed in the 'Your Choices' section below.

Phone/Email/Text

If you have provided us with your telephone number or email address, for example, when you contacted us directly and expressed interest in our charity, we may get in contact with you via phone, email or text to provide you with further information about our services. If the nature of your enquiry relates to marketing or fundraising, we will ask for your consent to continue to process your data.

Fundraising and Marketing Communications

We will only send you fundraising and marketing communications by email, text and telephone if you have explicitly provided your consent. You may opt-out of our fundraising and marketing communications at any time by clicking the unsubscribe link at the end of our marketing emails. Alternatively, you can get in touch via any of the contact details listed in the 'Your Choices' section below. Your contact details may be used to provide you with information about our newsletter or our fundraising opportunities to support us, or other marketing campaigns.

When you give us consent to receive marketing and fundraising communications, we will monitor consent and ensure that you still wish to receive such communications by occasionally reaffirming your consent with us. Our approach is designed to uphold your privacy and information rights, to respect your choices, and to ensure we are not intrusive.

Your Choices

We respect and value your choices. You have a choice whether or not you wish to receive information from us and we are committed to putting you in control of your data. You are free to change your fundraising and marketing preferences at any time, including if you do not want to receive further contact in regard to fundraising and marketing purposes. Please contact us and we will be sure to amend your preferences:

Email us: hello@artagainstknives.com

Telephone us: 020 3004 7974

Write to us: Data Protection Enquiry, Art Against Knives, 21-27 Lamb's Conduit Street, London, WC1N 3GS

7. Your Rights

Under data protection laws in the UK and EU, you have certain rights over the personal information that we hold about you. Here is a summary of the rights we think apply:

Right to be Informed

You have the right to be informed as to how we use your data and under what lawful basis we carry out any processing. This Privacy Notice sets this information out, however if you would like further information or feel that your rights are not being respected, please get in contact with any of the details listed above.

Right of Erasure

You may ask us to delete some or all of your information we hold about you. Sometimes where we have a legal obligation we cannot erase your personal data.

Right to Object

You have the right to object to processing where we are using your personal information such as where it is based on legitimate interests or for direct marketing.

Inaccurate personal information corrected

Inaccurate or incomplete information we hold about you can be corrected. The accuracy of your information is important to us and we are working on ways to make this easier for you to review and correct the information that we hold about you. We will also carry out an annual accuracy check. If any of your information is out of date

or if you are unsure of this, please get in touch through any of the contact details listed in this notice.

Right of restriction

You have a right to restrict the processing of some or all of your personal information if there is a disagreement about its accuracy, or we are not lawfully allowed to use it.

Right to Access your information

You have a right to request access to a copy of your personal information that we hold about you, along with the information on what personal information we use, why we use it, who we share it with, how long we keep it for and whenever it has been used for automated decision making. You can make a request for access free of charge and proof of identity is required.

Automated decision making

Automated decision-making takes place when an electronic system uses personal information to make a decision without human intervention. You have the right to question the outcome of automated decisions that may create legal effects or create a similar significant impact on you. We currently do not undertake automated decision making.

Portability

You can ask us to provide you or a third party with some of the personal information that we hold about you in a structured, commonly used, electronic form so it can be easily transferred.

8. Keeping your information safe

We take looking after your information very seriously. We have implemented appropriate physical, technical and organisational measures to ensure that your personal information is secure when under our control, both on and offline, from improper access, use, alteration, destruction and loss.

Any sensitive information (such as your credit or debit card details or any information that is classed as sensitive or 'special category data') is encrypted and protected. All debit and credit card details are passed securely to our payment processing partner, according to the Payment Card Industry Security Standards.

Our websites may contain links to other sites. While we try to link only to sites that share our high standards and respect for privacy, we are not responsible for the content or the privacy practices employed by other sites. Please be aware that advertisers or websites that have links on our site may collect personally identifiable information about you. This Privacy Notice does not cover the information practices of those websites or advertisers.

8. Use of 'cookies'

Like many other websites, this website uses 'cookies'. 'Cookie' is a name for a small file, usually of letters and numbers, which is downloaded onto your device such as your computer, mobile phone or tablet. Cookies allow websites to recognise your device so that the sites can work more efficiently, and also gather information about how you use the site.

How do we use Cookies?

We use Cookies to distinguish you from other users of our website. This helps us to provide you with a positive experience when you come to our website.

The Cookies we use

Strictly necessary Cookies are essential for you to move around our website and use its features.

You can opt-out of all our cookies (except the essential cookies). If you have any questions about how we use Cookies, please contact us.

9. Transferring your information outside of the United Kingdom

Only absolutely necessary and non-excessive information is passed overseas. Contracts between these parties are in place to ensure security and data protection is of top priority and in 'Arts Against Knives Standards'.

When data is transferred outside of the UK, appropriate safeguards and standard contractual clauses (SCC) are in place to ensure adequate levels of security and are in line with data protection laws.

10. Changes to this policy

Any changes we may make to this policy in the future will be posted on this website so please check this page occasionally to ensure that you're happy with any changes. If we make any significant changes, we'll make this clear on our website or we may contact you.

11. Review of this policy

We keep this policy under regular review.

This policy was last updated 4th July 2022.