



## Creative Youth Privacy Policy

*Last reviewed May 2020*

## **Table of Contents**

Introduction .....	3
<i>About this handbook</i> .....	3
<i>About Creative Youth</i> .....	4
Privacy Policy .....	6
<i>Introduction</i> .....	6
<i>Important information and who we are</i> .....	6
<i>The data we collect about you</i> .....	8
<i>How is your personal data collected?</i> .....	9
<i>How we use your personal data</i> .....	11
<i>Cookies</i> .....	13
<i>Disclosures of your personal data</i> .....	17
<i>International transfers</i> .....	17
<i>Data security</i> .....	17
<i>Data retention</i> .....	18
<i>Your legal rights</i> .....	18
<i>Glossary</i> .....	20

## Introduction

### **About this handbook**

All staff, board members, volunteers and participants that are involved with Creative Youth must read and comply with all of the policies detailed in this handbook.

*This document contains an excerpt of the Creative Youth Company Handbook, a full version of which can be provided on request.*

If you have any questions regarding the policies in this handbook or require further information on any of the issues discussed, please contact Creative Youth using one of the following contact methods:

#### **Email:**

Rob Murray, Administration and Operations Officer

[admin@creativeyouthcharity.org](mailto:admin@creativeyouthcharity.org)

#### **Phone:**

020 8549 2120

#### **Company Address:**

Creative Youth

Millennium House,

Eden Street,

Kingston upon Thames

KT1 1BL

## **About Creative Youth**

Creative Youth is a not for profit registered charity that aims to enable young people to realise their potential through the arts. We believe every young person has a right to access the arts and creativity, and should be encouraged to take initiatives, risks and push boundaries in a safe inclusive environment.

A strong focus of what we do is to create opportunities for young people who are often from disadvantaged or “hard to reach” backgrounds to be able to access the arts and culture. We aim to keep most of our programmes and projects free of charge and accessible for every young person.

Our vision is to be recognised in the creative industries as the UK’s leading organisation which supports young people’s engagement in the arts as individuals and as emerging professional artists.

The Key Objectives of Creative Youth are:

- Equip and empower young people with the skills and confidence to both succeed in life and with their chosen careers.
- Celebrate the achievements of young people in the arts and the creative industries
- Produce high quality programmes and projects that showcase and support young diverse talent
- Provide career pathways for young people to enter the creative industries and to allow the next generation of artists to flourish
- Strategically engage with arts, community, educational and business partners along with national and international industry partners in the delivery of our mission

## Creative Youth Key Details

Registered Charity Number | 1132314

Registered Company Number | 06848384

VAT Number | GB 11323565

Website | <https://creativeyouthcharity.org/>

Facebook | <https://www.facebook.com/CreativeYouthCharity/90566/timeline/>

Twitter | [https://twitter.com/ CreativeYouth](https://twitter.com/CreativeYouth)

Instagram | [https://www.instagram.com/iyaf\\_kingston/](https://www.instagram.com/iyaf_kingston/)

Youtube | <https://www.youtube.com/user/IYAFestival>

# Privacy Policy

## **Introduction**

Welcome to Creative Youth's privacy notice.

Creative Youth respects your privacy and is committed to protecting your personal data. This privacy notice will inform you as to how we look after your personal data when you visit our website (regardless of where you visit it from) and tell you about your privacy rights and how the law protects you. Please also use the Glossary to understand the meaning of some of the terms used in this privacy notice.

## **Important information and who we are**

Purpose of this privacy notice

This privacy notice aims to give you information on how Creative Youth collects and processes your personal data through your use of our website, including any data you may provide through the website when you sign up to our newsletter, purchase a product or service or take part in a competition.

The website is not intended for children and we do not knowingly collect data relating to children.

It is important that you read this privacy notice together with any other privacy notice or fair processing notice we may provide on specific occasions when we are collecting or processing personal data about you so that you are fully aware of how and why we are using your data. This privacy notice supplements the other notices and is not intended to override them.

## **Controller**

Creative Youth is the controller and responsible for your personal data (collectively referred to as Creative Youth "we", "us" or "our" in this privacy notice).

We have appointed a data privacy manager who is responsible for overseeing questions in relation to this privacy notice. If you have any questions about this

privacy notice, including any requests to exercise your legal rights, please contact the data privacy manager using the details set out below.

### **Contact details**

Full name of legal entity: Creative Youth

Name or title of data privacy manager: Charlotte Levy

Email address: [charlotte@creativeyouthcharity.org](mailto:charlotte@creativeyouthcharity.org)

Postal address: Suite 9, Second Floor,  
Millennium House,  
Eden Street,  
Kingston,  
KT1 1BL

Telephone number: 020 8549 2120

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues ([www.ico.org.uk](http://www.ico.org.uk)). We would, however, appreciate the chance to deal with your concerns before you approach the ICO so please contact us in the first instance.

### **Changes to the privacy notice and your duty to inform us of changes**

This version was last updated on 18<sup>th</sup> March 2020.

It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during your relationship with us.

### **Third-party links**

This website may include links to third-party websites, plug-ins and applications. Clicking on those links or enabling those connections may allow third parties to collect or share data about you. We do not control these third-party websites and

are not responsible for their privacy statements. When you leave our website, we encourage you to read the privacy notice of every website you visit.

### **The data we collect about you**

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

We may collect, use, store and transfer different kinds of personal data about you which we have grouped together follows:

- A. Identity Data includes first name, maiden name, last name, username or similar identifier, marital status, title, date of birth and gender.
- B. Contact Data includes billing address, delivery address, email address and telephone numbers.
- C. Financial Data includes bank account and payment card details.
- D. Transaction Data includes details about payments to and from you and other details of products and services you have purchased from us.
- E. Technical Data includes internet protocol (IP) address, your login data, browser type and version, time zone setting and location, browser plug-in types and versions, operating system and platform and other technology on the devices you use to access this website.
- F. Profile Data includes your username and password, purchases or orders made by you, your interests, preferences, feedback and survey responses.
- G. Usage Data includes information about how you use our website, products and services.
- H. Marketing and Communications Data includes your preferences in receiving marketing from us and our third parties and your communication preferences.



We also collect, use and share Aggregated Data such as statistical or demographic data for any purpose. Aggregated Data may be derived from your personal data but is not considered personal data in law as this data does not directly or indirectly reveal your identity. For example, we may aggregate your Usage Data to calculate the percentage of users accessing a specific website feature. However, if we combine or connect Aggregated Data with your personal data so that it can directly or indirectly identify you, we treat the combined data as personal data which will be used in accordance with this privacy notice.

We do not collect any Special Categories of Personal Data about you (this includes details about your race or ethnicity, religious or philosophical beliefs, sex life, sexual orientation, political opinions, trade union membership, information about your health and genetic and biometric data). Nor do we collect any information about criminal convictions and offences.

### **If you fail to provide personal data**

Where we need to collect personal data by law, or under the terms of a contract we have with you and you fail to provide that data when requested, we may not be able to perform the contract we have or are trying to enter into with you (for example, to provide you with goods or services). In this case, we may have to cancel a product or service you have with us but we will notify you if this is the case at the time.

### **How is your personal data collected?**

We use different methods to collect data from and about you including through:

- Direct interactions. You may give us your Identity, Contact and Financial Data by filling in forms or by corresponding with us by post, phone, email or otherwise. This includes personal data you provide when you:
  - apply for our products or services;
  - create an account on our website;
  - subscribe to our service or publications;
  - request marketing to be sent to you;

- enter a competition, promotion or survey; or
  - give us some feedback.
- 
- Automated technologies or interactions. As you interact with our website, we may automatically collect Technical Data about your equipment, browsing actions and patterns. We collect this personal data by using cookies, server logs and other similar technologies. We may also receive Technical Data about you if you visit other websites employing our cookies. Please see our cookie policy [LINK] for further details.
  - Third parties or publicly available sources. We may receive personal data about you from various third parties and public sources as set out below:
    - Technical Data from the following parties:
      - analytics providers such as Google based outside the EU;
      - advertising networks based both inside and outside the EU; and
      - search information providers based both inside and outside the EU.
    - Contact, Financial and Transaction Data from providers of technical, payment and delivery services based both inside and outside the EU.
    - Identity and Contact Data from data brokers or aggregators based both inside and outside the EU.
    - Identity and Contact Data from publicly available sources such as Companies House and the Electoral Register based inside the EU.

## **How we use your personal data**

We will only use your personal data when the law allows us to. Most commonly, we will use your personal data in the following circumstances:

- Where we need to perform the contract we are about to enter into or have entered into with you.
- Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.
- Where we need to comply with a legal or regulatory obligation.

Generally, we do not rely on consent as a legal basis for processing your personal data other than in relation to sending third party direct marketing communications to you via email/text message. You have the right to withdraw consent to marketing at any time by contacting us.

## **Purposes for which we will use your personal data**

We have set out below, in a table format, a description of all the ways we plan to use your personal data, and which of the legal bases we rely on to do so. We have also identified what our legitimate interests are where appropriate.

Note that we may process your personal data for more than one lawful ground depending on the specific purpose for which we are using your data.

Please contact us if you need details about the specific legal ground we are relying on to process your personal data where more than one ground has been set out in the table below.

Purpose/Activity	Type of data	Lawful basis for processing including basis of legitimate interest
To register you as a new customer	A, B	Performance of a contract with you
To process and deliver your order including: (a) Manage payments, fees and charges (b) Collect and recover money owed to us	A, B, C, D, H	(a) Performance of a contract with you (b) Necessary for our legitimate interests (to recover debts due to us)
To manage our relationship with you which will include: (a) Notifying you about changes to our terms or privacy policy (b) Asking you to leave a review or take a survey	A, B, F, H	(a) Performance of a contract with you (b) Necessary to comply with a legal obligation (c) Necessary for our legitimate interests (to keep our records updated and to study how customers use our products/services)
To enable you to partake in a prize draw, competition or complete a survey	A, B, F, G, H	(a) Performance of a contract with you (b) Necessary for our legitimate interests (to study how customers use our products/services, to develop them and grow our business)
To administer and protect our business and this website (including troubleshooting, data analysis, testing, system maintenance, support, reporting and hosting of data)	A, B, D	(a) Necessary for our legitimate interests (for running our business, provision of administration and IT services, network security, to prevent fraud and in the context of a business reorganisation or group restructuring exercise)
To deliver relevant website content and advertisements to you and measure or understand the effectiveness of the advertising we serve to you	A, B, E, F, G, H	Necessary for our legitimate interests (to study how customers use our products/services, to develop them, to grow our business and to inform our marketing strategy)
To use data analytics to improve our website, products/services, marketing, customer relationships and experiences	E, G	Necessary for our legitimate interests (to define types of customers for our products and services, to keep our website updated and relevant, to develop our business and to inform our marketing strategy)
To make suggestions and recommendations to you about goods or services that may be of interest to you	A, B, E, F, G	Necessary for our legitimate interests (to develop our products/services and grow our business)

### **Promotional offers from us**

We may use your Identity, Contact, Technical, Usage and Profile Data to form a view on what we think you may want or need, or what may be of interest to you. This is how we decide which products, services and offers may be relevant for you (we call this marketing).

You will receive marketing communications from us if you have requested information from us or purchased [goods or services] from us [or if you provided us with your details when you entered a competition or registered for a promotion] and, in each case, you have not opted out of receiving that marketing.

### **Third-party marketing**

We will get your express opt-in consent before we share your personal data with any company outside the Creative Youth group of companies for marketing purposes.

### **Opting out**

You can ask us or third parties to stop sending you marketing messages at any time by contacting us at any time.

Where you opt out of receiving these marketing messages, this will not apply to personal data provided to us as a result of a product/service purchase, warranty registration, product/service experience or other transactions.

### **Cookies**

A cookie is a file containing an identifier (a string of letters and numbers) that is sent by a web server to a web browser and is stored by the browser. The identifier is then sent back to the server each time the browser requests a page from the server. Cookies may be either "persistent" cookies or "session" cookies: a persistent cookie will be stored by a web browser and will remain valid until its set expiry date, unless deleted by the user before the expiry date; a session cookie, on the other hand, will expire at the end of the user session, when the web browser is closed.

Cookies do not typically contain any information that personally identifies a user, but personal information that we store about you may be linked to the information stored in and obtained from cookies. We use both session and persistent cookies on our website.

The purposes for which they are used are set out below:

We use cookies to track your behaviour on our websites such as pages clicked on and how you navigate around our site. This type of information can help us provide a better user experience for our web visitors and customers. Specifically, we use Google Analytics cookies. These cookies collect information in an anonymous form, including the number of visitors to the site, where visitors have come to the site from and the pages they visited.

### **Session Cookies**

These expire at the end of a browser session that is when the user exits the browser. They allow website operators to link the actions of users during a single browser session to allow them to use the website most efficiently. For example, session cookies enable a website to remember that a user has placed items in an online shopping basket.

### **Performance Cookies**

These are cookies we use to gather browsing data anonymously to enable us to monitor the effectiveness of our website. The information gathered is not used for any other purpose.

### **Atlas cookies.**

These cookies are used to collect information about the marketing activity and the sales driven from this activity. The information is used to compile reports and to help improve the site and marketing activity. The cookies collect information in an

anonymous form, including the number of clicks to the site from marketing activity, where the clicks have come from and the number of sales.

NONE of the cookies on this site contain or pass any personal, confidential or financial information or any other information that could be used to identify individual visitors or customers purchasing from our website.

Most browsers allow you to refuse to accept cookies; for example:

- in Internet Explorer (version 11) you can block cookies using the cookie handling override settings available by clicking "Tools", "Internet Options", "Privacy" and then "Advanced";
- in Firefox (version 47) you can block all cookies by clicking "Tools", "Options", "Privacy", selecting "Use custom settings for history" from the drop-down menu, and unticking "Accept cookies from sites"; and
- in Chrome (version 52), you can block all cookies by accessing the "Customise and control" menu, and clicking "Settings", "Show advanced settings" and "Content settings", and then selecting "Block sites from setting any data" under the "Cookies" heading.

Note: Blocking all cookies will have a negative impact upon the usability of many websites and you may not be able to use all the features on the website.

You can delete cookies already stored on your computer; for example:

- in Internet Explorer (version 11), you must manually delete cookie files (you can find instructions for doing so at <http://windows.microsoft.com/en-gb/internetexplorer/delete-manage-cookies#ie=ie-11>);
- in Firefox (version 47), you can delete cookies by clicking "Tools", "Options" and "Privacy", then selecting "Use custom settings for history" from the drop-down menu, clicking "Show Cookies", and then clicking "Remove All Cookies"; and

- in Chrome (version 52), you can delete all cookies by accessing the "Customise and control" menu, and clicking "Settings", "Show advanced settings" and "Clear browsing data", and then selecting "Cookies and other site and plug-in data" before clicking "Clear browsing data".

Note: Deleting cookies will have a negative impact on the usability of many websites.

### **Change of purpose**

We will only use your personal data for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If you wish to get an explanation as to how the processing for the new purpose is compatible with the original purpose, please contact us.

If we need to use your personal data for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

Please note that we may process your personal data without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.



### **Disclosures of your personal data**

We may have to share your personal data with the parties set out below for the purposes set out in the table above.

- Internal Third Parties as set out in the Glossary.
- External Third Parties as set out in the Glossary.
- Specific third parties listed in the table in paragraph 4 above.
- Third parties to whom we may choose to sell, transfer, or merge parts of our business or our assets. Alternatively, we may seek to acquire other businesses or merge with them. If a change happens to our business, then the new owners may use your personal data in the same way as set out in this privacy notice.

We require all third parties to respect the security of your personal data and to treat it in accordance with the law. We do not allow our third-party service providers to use your personal data for their own purposes and only permit them to process your personal data for specified purposes and in accordance with our instructions.

### **International transfers**

We do not transfer your personal data outside the European Economic Area (EEA).

### **Data security**

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal data to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal data on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

## **Data retention**

How long will you use my personal data for?

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

Details of retention periods for different aspects of your personal data are available from request from us by contacting us.

## **Your legal rights**

Under certain circumstances, you have rights under data protection laws in relation to your personal data. Below is a non-exhaustive list of some of these rights - a full explanation of each is set out in the Glossary:

- Request access to your personal data.
- Request correction of your personal data.
- Request erasure of your personal data.
- Object to processing of your personal data.
- Request restriction of processing your personal data.
- Request transfer of your personal data.
- Right to withdraw consent.

If you wish to exercise any of the rights set out above, please contact us. You will not have to pay a fee to access your personal data (or to exercise any of the other rights). However, we may charge a reasonable fee if your request is clearly unfounded, repetitive or excessive. Alternatively, we may refuse to comply with your request in these circumstances.

### **What we may need from you**

We may need to request specific information from you to help us confirm your identity and ensure your right to access your personal data (or to exercise any of your other rights). This is a security measure to ensure that personal data is not disclosed to any person who has no right to receive it. We may also contact you to ask you for further information in relation to your request to speed up our response.

### **Time limit to respond**

We try to respond to all legitimate requests within one month. Occasionally it may take us longer than a month if your request is particularly complex or you have made a number of requests. In this case, we will notify you and keep you updated.

## **Glossary**

### **LAWFUL BASIS**

Legitimate Interest means the interest of our business in conducting and managing our business to enable us to give you the best service/product and the best and most secure experience. We make sure we consider and balance any potential impact on you (both positive and negative) and your rights before we process your personal data for our legitimate interests. We do not use your personal data for activities where our interests are overridden by the impact on you (unless we have your consent or are otherwise required or permitted to by law). You can obtain further information about how we assess our legitimate interests against any potential impact on you in respect of specific activities by contacting us

### **PERFORMANCE OF CONTRACT**

Processing your data where it is necessary for the performance of a contract to which you are a party or to take steps at your request before entering into such a contract.

### **COMPLY WITH A LEGAL OR REGULATORY OBLIGATION**

means processing your personal data where it is necessary for compliance with a legal or regulatory obligation that we are subject to.

### **THIRD PARTIES**

#### *Internal Third Parties*

Other companies in the Creative Youth Group acting as joint controllers or processors.

#### *External Third Parties*

- Service providers acting as processors based in the United Kingdom who provide IT and system administration services.

- Professional advisers acting as processors or joint controllers including lawyers, bankers, auditors and insurers based in the United Kingdom who provide consultancy, banking, legal, insurance and accounting services.
- HM Revenue & Customs, regulators and other authorities acting as processors or joint controllers based in the United Kingdom who require reporting of processing activities in certain circumstances.

## YOUR LEGAL RIGHTS

Request access to your personal data (commonly known as a "data subject access request"). This enables you to receive a copy of the personal data we hold about you and to check that we are lawfully processing it.

Request correction of the personal data that we hold about you. This enables you to have any incomplete or inaccurate data we hold about you corrected, though we may need to verify the accuracy of the new data you provide to us.

Request erasure of your personal data. This enables you to ask us to delete or remove personal data where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal data where you have successfully exercised your right to object to processing (see below), where we may have processed your information unlawfully or where we are required to erase your personal data to comply with local law. Note, however, that we may not always be able to comply with your request of erasure for specific legal reasons which will be notified to you, if applicable, at the time of your request.

Object to processing of your personal data where we 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 as you feel it impacts on your fundamental rights and freedoms. You also have the right to object

where we are processing your personal data for direct marketing purposes. In some cases, we may demonstrate that we have compelling legitimate grounds to process your information which override your rights and freedoms.

Request restriction of processing of your personal data. This enables you to ask us to suspend the processing of your personal data in the following scenarios: (a) if you want us to establish the data's accuracy; (b) where our use of the data is unlawful but you do not want us to erase it; (c) where you need us to hold the data even if we no longer require it as you need it to establish, exercise or defend legal claims; or (d) you have objected to our use of your data but we need to verify whether we have overriding legitimate grounds to use it.

Request the transfer of your personal data to you or to a third party. We will provide to you, or a third party you have chosen, your personal data in a structured, commonly used, machine-readable format. Note that this right only applies to automated information which you initially provided consent for us to use or where we used the information to perform a contract with you.

Withdraw consent at any time where we are relying on consent to process your personal data. However, this will not affect the lawfulness of any processing carried out before you withdraw your consent. If you withdraw your consent, we may not be able to provide certain products or services to you. We will advise you if this is the case at the time you withdraw your consent.