

**Privacy Notice – BG Arts**

This notice is provided for clarification on what information the council needs in order to deliver arts services. It is necessary for the council to gather, collect, store and process personal information relating to participants, suppliers and community arts groups accessing services. The council puts measures in place to protect the privacy of individuals throughout this process

**Who is responsible for your information?**

All personal information is held and processed by Blaenau Gwent County Borough Council in accordance with Data Protection legislation. For information on the role of the Data Controller, Data Protection Officer and Contact Details for the Council, please refer to the ‘Data Protection’ page of the Council’s website:

[https://blaenau-gwent.gov.uk/en/Council/data-protection-foi/data-protection-act/](https://blaenau-gwent.gov.uk/en/council/data-protection-foi/data-protection-act/)

**What Information do we need?**

Blaenau Gwent County Borough Council will collect personal information about you, and if necessary, your family and other parties. This information will include:

* Details about you, such as, your name, address, telephone number, email address, date of birth, details of relevant medical conditions, next of kin contact details.
* Photographs / videos of people taking part in BG Arts activities.
* For suppliers : proof of eligibility to deliver work and other relevant information needed to agree contracts and process your invoice, such as bank details.

We will use this information to provide services to you or contact you (or your next of kin) in case of emergencies, to update you on project developments, to keep you informed of arts opportunities, to register you for a qualification, to arrange a loan of equipment, to evidence / record activity and to process payments.

When we ask you to provide your personal information we will let you know why we are asking, and how we will use your data, by directing you towards this notice.

**Why do we need your information?**

This information is required by the council to carry out its duties to safeguard participants engaging in BG Arts Activities and to provide the requested services to you.
This may include:

At times, photos and videos will be taken to document activity, to fulfil funding requirements and for publicity and promotion purposes. This photos and videos will only be used for publicity and promotion purposes where you have given consent. In the event that you provide consent but later withdraw it we will cease to use that image or video but will be unable to remove ones already used.

Depending on your preferences indicated, this information will be used to keep you informed of arts opportunities (either delivered directly by BG Arts or offered through partner organisations).

This information will be used to register eligible participants for qualifications

This information is required to manage equipment loans and keep track of items borrowed.

Where relevant this information will be used to process payments / confirm contract arrangements

Anonymised data will be used to track activity, identify trends and monitor participant numbers.

**What is the Lawful basis for processing?**

BG Arts is a service provided that service users enter voluntarily. Consequently, where information is processed about someone we do so using the GDPR lawful basis of the individual’s explicit consent. In the event that consent is later withdrawn we will cease to process that information further unless there is a legal reason otherwise (e.g. to prevent crime, fraud etc).

**Who will we share your information with?**Depending on your involvement with BG Arts, to enable the Council to comply with our legal obligations, we may need to share your information with partner organisations, including:

-Arts Council Wales / Welsh Government

-Other Funding bodies (anonymised data unless stated otherwise)

-Delivery partners (internal or external)
-Trinity College London (Arts Award Accreditation)

The Council will also use the information for the purpose of performing any of its statutory enforcement duties. Where the Council shares information it will take steps to ensure that the recipient maintains expected levels of security and confidentiality.

**How long do we keep your information?**

The Council will only keep your information for as long as necessary. However, there may be circumstances where we may need to keep your information for longer. Full details of how long the Council retains your information can be obtained by contacting the relevant Department responsible for the services you require.

Council contact centre: info@blaenau-gwent.gov.uk / 01495 311556.

If you have chosen to join a BG Arts mailing list, you have the option to unsubscribe at any time by contacting bgarts@blaenau-gwent.gov.uk

**Providing accurate information**

It is important that we hold accurate and up to date information about you in order to assess your needs and deliver the appropriate services. If any of your details have changed, or change in the future, please ensure that you tell us as soon as possible so that we can update your records.

**Automated Decision Making**

Some decisions are computer-based as the Council uses automated systems to support its services. If your personal data is processed by automated means, you will be notified of the outcomes and a summary of the criteria used in this process. The results are subject to a final decision by the relevant service manager.

Any individual with concerns over the way BGCBC handles their personal data may contact the Data Protection Officer at the Council as below:

Blaenau Gwent County Borough Council, Legal & Corporate Compliance, General Offices, Ebbw Vale, Gwent, NP23 6DN.

E-mail DataProtection@blaenau-gwent.gov.uk

Telephone 01495 355080

You can also raise concerns with the Information Commissioner for Wales. The Information Commissioner can be contacted at:

Information Commissioner’s Office – Wales

2nd Floor

Churchill House

Churchill Way

Cardiff

CF10 2HH

Telephone: 0330 414 6421

Email: wales@ico.org.uk Website: <https://ico.org.uk/>