

Arts & Disability Ireland

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Data Protection and Privacy Policy

This policy has been reviewed and updated to ensure compliancy with General Data Protection Regulation (GDPR) which became EU Law on 25th May, 2018.

Data Protection Principles¹

Arts & Disability Ireland shall perform its responsibilities under the Data Protection Acts in accordance with the eight Data Protection principles. They are:

1. Obtain and process information fairly
2. Keep it only for specified, explicit and lawful purposes
3. Use and disclose data only in ways compatible with these purposes
4. Keep data safe and secure
5. Keep data accurate, complete and up-to-date
6. Ensure that data is adequate, relevant and not excessive
7. Retain data for no longer than necessary for the purpose(s) for which it is acquired
8. Give a copy of their personal data to the relevant individual, on request.

Privacy Statement

Arts & Disability Ireland do not use the information you provide to us for purposes other than those for which the information was sent. We will not sell, share or transfer your information with anyone outside of Arts & Disability Ireland. In the case of Arts and Disability Connect, our funding scheme, we share information with a confidential panel of the artists' peers, who are made aware of their obligations i.e. confidentiality and non-retention of personal data.

We may only release data if we are under a duty to disclose or share your personal data in order to comply with any legal obligation, or in order to protect the rights,

¹ <https://www.dataprotection.ie/docs/A-Guide-for-Data-Contollers/y/696.htm>

property or safety of our business, our customers or others. This includes, in specific cases, exchanging information with other companies and organisations for the purposes of fraud protection.

You have the right to be provided with clear, transparent and easily understandable information about how we use your personal data, as set out in this policy.

You have the right to obtain a copy of your personal data in accordance with section 4 of the Data Protection Acts 1988 and 2003. You have the right to have your personal data corrected if it is inaccurate. You also have the right to erasure (the right to be forgotten). This enables you to request the deletion or removal of your personal data where there's no compelling reason for us to keep using it. This is not a general right to erasure; there are exceptions. You can request access to or ask us to correct, update or delete any Personal Data that we process about you by contacting us directly by email at info@adiarts.ie, or at the address specified below. We will consider and respond to all requests in accordance with applicable law.

Personal Data

1. All Users.

Personal Data may be held on record where it is voluntarily provided such as when you register for our newsletter, subscribe to our social media feeds, contact us with enquiries or apply for funding. The Personal Data we collect can include, but may not be limited to, your name, address, email address and other information that enables you to be personally identified.

2. Artists

By engaging with Arts & Disability Ireland to access funding schemes the Personal Data we collect includes, but may not be limited to, your name, address, date of birth, email address and other information that enables you to be personally identified.

Some artists volunteer private information about a disability, which is classified as sensitive data. Submitting this information is not a requirement, but sometimes supports the narrative of a funding application. Such data is subject to rigorous security protocols, and never shared with anyone outside of the organisation, unless they are one of the select peer panel who make funding decisions based on all information and supporting material provided by the applicant.

Please note that Arts & Disability Ireland will never ask you for personal information relating to your disability. For the purposes of the Arts and Disability Connect funding

scheme, we simply ask applicants to tick a box confirming that they identify as a person with a disability under the definition from the UN Convention on the Rights of Persons with Disability, which states:

Persons with disabilities include those who have long-term physical, mental, intellectual or sensory impairments which, in interaction with various barriers, may hinder their full and effective participation in society on an equal basis with others.

For artists who are awarded funding, bank details are required. We make this request through your letter of offer, giving the option to submit your personal information in hard copy or digitally.

Our website may also carry personal information about artists that is already in the public domain e.g. biographies, disability information where the artist publicly identifies in such a manner, links to artworks or videos.

3. Audiences

By engaging with Arts & Disability Ireland to access information of events, performances and exhibitions, the Personal Data we may collect includes, but may not be limited to, your name, address, email address and other information that enables you to be personally identified.

4. Venues, Partners, Suppliers etc.

By engaging with Arts & Disability Ireland on a professional or partnership basis, it can be presumed that information supplied is not personal but pertains to a business, company or entity other than an individual.

In the case of sole traders who may provide personal information such as their bank details or, in some cases, PPS numbers, this information will be treated with the same level of care as all other personal information.

How We Use Your Personal Data.

Personal Data is collected and used in a manner that is consistent with this Privacy Policy. We use your Personal Data in the following ways:

1. Specific Reason

If you provide Personal Data for a specific purpose, we will use that information in connection with that purpose only e.g. email enquiries will be responded to directly

but your email address will not be stored in our databases for any future use or purpose.

In the case of our Arts and Disability Connect funding scheme, personal information is requested so that we can a) contact you about your application, b) inform you when funding decisions are made, c) stay in touch throughout the duration of your awarded training course, mentorship or new work.

2. Marketing

Where you have specified your preferences, we will use your Personal Data to contact you in the future for marketing purposes, including, but not limited to, informing you about news, opportunities, services or events we believe might be of interest to you.

ADI provide an opt-in text messaging service to inform audiences with disabilities about upcoming arts events which are audio described, captioned, or Irish Sign Language interpreted. We also send an email newsletter to people who have subscribed via our website or given permission to be contacted in person, e.g. at events where we have provided a newsletter sign-up sheet.

Any marketing communication of this type received from Arts & Disability Ireland will have an option to opt-out or unsubscribe, at which point your personal information will be deleted from our records.

How We Store Your Personal Data.

We take all reasonable steps to keep your information as secure as possible against unauthorised access and use. All information will be protected by our security measures, which are reviewed periodically. The security and capability of our data storage systems will be reviewed and integrity tested on a regular basis.

Arts & Disability Ireland will ensure that appropriate security measures are in place to protect personal data suitable to the sensitivity of the personal data, technological development, and the cost of implementing the provisions.

How Long We Retain Your Personal Data

We will retain your Personal Data as long as you are registered to use the service for which you gave it. You may contact us to delete Personal Data that we hold about you. However, we will retain Personal Data for an additional period as is permitted or required under applicable laws.

Responsibility

Arts & Disability Ireland's staff handbook requires all employees to comply with our Data Protection Policy. Failure to do so, e.g. unauthorised, inappropriate or excessive disclosure of or obtaining information about individuals, will be regarded as a breach of this policy and will be dealt with in accordance with Arts & Disability Ireland's Disciplinary Policy.

Any personal information that you volunteer to Arts & Disability Ireland will be treated with the highest standards of security and confidentiality, strictly in accordance with the Data Protection Act, 1988, as amended by the Data Protection (Amendment) Act, 2003 and GDPR legislation.

We will take all reasonable precautions to prevent the loss, misuse or alteration of information you give us. Should agents or contractors of Arts & Disability Ireland have access to information you give us, they will be required to keep that information confidential and are not permitted to use it for any purpose other than to carry out the services which they are performing for us.

If a data breach occurs, Arts & Disability Ireland will notify their Data Protection Officer who will contact the Data Protection Commissioner within 72 hours of the breach. The Data Protection Officer will also notify anyone affected by this breach, investigate the impact of and how the breach occurred and take steps to prevent this from occurring again.

Complaint resolution

You have the right to lodge a complaint about the way we handle or process your personal data with the Office of the Data Protection Commissioner. By using this Site, you are accepting the terms of this policy. Any external links to other websites are clearly identifiable as such, and we are not responsible for the content or the privacy policies of those websites.

Should you have any queries which are not answered in this document, please get in touch as below and we will be happy to answer your questions.

Arts & Disability Ireland

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