

## **PRIVACY NOTICE - SPECTRA ARTS CIC**

### **Data Collection and Privacy Notice**

Spectra Arts CIC (“the Company”) processes personal data as a “Data Controller” as defined in the Data Protection Act 2018 (“the DPA”) and the General Data Protection Regulation (Regulation (EU) 2016/679) (“the GDPR”). This notice relates to information about you which will be collected by the Company and processed as described below. This notice may be updated at any time.

Your personal data will be processed in compliance with the DPA and GDPR.

### **What we collect**

The personal data which the Company processes may include (dependent on your form of engagement with The Company, ie Contractor, Participant, Audience, etc.):

your name, address and contact details (including your email address and telephone number);  
beneficiary and emergency contact information;  
bank account details and payroll related information;  
Disclosure and Barring Service identification number;  
Medical information  
Photographs, videos and audio recordings.

It may also include Information about your disability status, ethnicity, sexual orientation, gender reassignment or religion, which is classed as “Sensitive Personal Data” under the DPA, and “Special Categories of Data” under the GDPR.

### **Your rights**

Under the DPA and the GDPR you have certain rights over how your data is processed, including the right to know what information is processed about you and how it is processed.

Under the GDPR, you will have the right of access to your personal information. You will also have additional rights i.e. the right to rectify inaccurate information; restrict processing; and object to processing. These rights are limited in certain circumstances by the GDPR, and may be limited further by future UK legislation where data is only processed for research or statistical purposes. If you wish to exercise any of these rights, please contact Kate DeRight on [katederight@gmail.com](mailto:katederight@gmail.com).

### **How we process your data**

The Company will process your personal data for the following purposes.

#### *Purpose 1 – Administration of our work: Contractors*

The Company will process your personal data in order to process your pay, record any absence and attendance, the payment of expenses and maintain any details of your time working.

## Legal basis for processing your information for Purpose 1 for Contractors

The processing of your personal data for Purpose 1 is necessary on the grounds of the Company fulfilling its obligations under its contract with you (GDPR Article 6(1)(b)). The processing of Sensitive Categories of Data is necessary on the grounds of the Company carrying out its obligations under employment legislation (GDPR Article 9(2)(b)).

### *Purpose 1 – Administration of our work: Participants, Audiences, and Third Party Colleagues*

The Company will process your personal data in order to keep in contact with you to organise and promote our activities.

## Legal basis for processing your information for Purpose 1 for Participants, Audiences, and Third Party Colleagues

Processing is necessary for the purposes of the legitimate interests pursued by The Company, except where such interests are overridden by the interests of fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child (GDPR Article 6(1)(f)).

### *Purpose 2 – Compliance with Applicable Laws*

The Company is required to comply with applicable laws which includes equality and diversity legislation under the Equality Act 2010, health and safety law, the prevention of fraud and bribery, compliance with counter-terrorism legislation and submitting data to the relevant government bodies such as HMRC. The Company will process your personal data to ensure that it complies with the appropriate legislation.

## Legal basis for processing your information for Purpose 2

The processing of your personal data for Purpose 2 is necessary on the grounds of the Company fulfilling its legal obligations (GDPR Article 6(1)(c)). The processing of Sensitive Categories of Data is necessary on the grounds of the Company fulfilling its legal obligations (GDPR Article 6(1)(c)) and complying with laws which are in the public interest (GDPR Article 9(2)(g)).

### *Purpose 3 – Security*

Your safety and the security of your property is very important. We will therefore process your personal information to ensure that the you remain safe and secure when working.

## Legal basis for processing your information for Purpose 3

The processing of your personal data is necessary on the grounds of our legitimate interest (GDPR Article 6(1)(f)).

### *Purpose 4 – Emergencies*

There may be circumstances where the Company needs to contact an emergency contact that you have specified or the emergency services in events which include accidents, illnesses or concerns regarding your wellbeing.

Legal basis for processing your information for Purpose 4

We will process your personal data on the grounds of vital interests (GDPR Article 6(1)(d)). The processing of Sensitive Categories of Data is necessary on the grounds of the Company protecting your vital interests (GDPR Article 9(2)(c)). "

*Purpose 5 - Evaluation, Marketing and Artistic Activities*

The Company will use photos, video recordings, and audio recordings to evaluate, market our work, and as part of artistic activities. Photos, video recordings, and audio recordings may be published in print, on website and/or used in presentations. Quotes, images or recordings may also be used in, and distributed by, media reflecting Spectra activities via other printed publication, such as, but not limited to, CD-ROM, PowerPoint and the World Wide Web. Please note that websites can be viewed throughout the world, not just in the United Kingdom.

Legal basis for processing your information for Purpose 5

We will process your personal data on the grounds that the data subject has given consent (GDPR Article 6(1)(a)).