

Participant Data Statement  
Doorstep Arts  
July 2018

The purpose of this notice is to tell you how Doorstep Arts will process your personal data whilst you are a participant with us. This notice also tells you which third parties Doorstep Arts may share your personal data with:

### How we use your information: Data Protection notice

**By accepting an Offer to take part in Doorstep activity, you are consenting to Doorstep Arts processing your personal data (including sensitive personal data), for the purposes set out in this document and for other legitimate purposes connected with your education and enrolment as a participant.**

Doorstep Arts is a data controller and will only process your personal data in accordance with the data protection notice and in accordance with the current Data Protection legislation (which includes the General Data Protection Regulation). Doorstep's Data Protection Officer is Charlotte Rae, who can be contacted by emailing [admin@doorsteparts.co.uk](mailto:admin@doorsteparts.co.uk)

### What information is being collected about me?

The type of personal data and sensitive personal data Doorstep Arts may process about you includes:

- Your name
- Any participant photographs
- Your permanent address and your contact details including email and other electronic identifiers
- Your date of birth
- Your nationality and your ethnic origin
- Details regarding your next of kin
- Your attendance at Doorstep sessions
- Any disability or other medical information that has been provided to us

### How and why information is collected

Your personal data is collected by Doorstep Arts to enable the organisation to fulfil its contractual obligations to you. It may also be collected to fulfil legal obligations and/or regulatory duties that it owes to its regulators, funders and to other third parties.

Doorstep Arts collects your personal data from the following sources:

- The information contained on your enrolment form
- Information provided by you whilst at Doorstep sessions (for example, relating to wellbeing)
- The information provided to Doorstep by a third party in relation to your education (for example information provided by your school)

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How will my personal data be used?

These are some of the ways we will use your personal data; this is not exhaustive, but is intended to provide you with an idea of the things that we may need to do throughout your involvement with Doorstep Arts.

- The administration and delivery of the sessions
- We collect and hold data about your attendance, your achievements, your performance and your engagement with Doorstep Arts. We may analyse this information to help support your time as a participant where you have provided consent.
- Medical certificates supplied to Doorstep Arts will be kept on your participant record throughout your programme of study and will be disclosed, where relevant, to lead artists.

This processing is necessary for the:

- Doorstep's compliance with any legal obligation imposed on the organisation; and/or
- to protect the vital interests of the data subject or another person.

**Under the Legislation you can request that such processing should not occur. If you do not consent to the processing of your personal data where it is required for the purpose of the administration of and/or delivery of Doorstep sessions this may mean that you cannot continue as a participant as Doorstep may be unable to carry out its delivery of provision to you. In this instance, Doorstep Arts would advise you of this for your consideration.**

Sensitive Personal Data

Some of the personal data Doorstep Arts processes about you will be 'sensitive personal data'. This category of personal data will be subject to additional protections. Sensitive personal data is defined as information about your:

- racial or ethnic origin
- political opinions
- religious or similar beliefs
- trade union membership
- physical or mental health or condition
- sexual life
- or commission of or proceedings for any offence committed or alleged to have been committed by you.

This information may be processed for one of the reasons set out above.

Information concerning your physical or mental health may be disclosed within the organisation so that a proper level of care and facilities may be provided. It will only be sent to people who need to know this information to support you.

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In addition, this sensitive personal data may be collected to meet government requirements, to monitor our equal opportunities policies and to ensure that under-represented groups receive appropriate support. This information may also be collected and retained for statistical purposes, and where appropriate anonymised.

- Third parties that personal data may be shared with:
  - In exceptional circumstances where we are concerned about your safety/wellbeing or consider you to be a risk to yourself or others we may share limited information both with relevant third parties (for example Ambulance, Police, NHS trusts etc) to ensure appropriate support is available.
  - Certain, limited personal data may be sent to Government Education Departments, Funding Councils, grant awarding bodies, course relevant professional standards and registration bodies, government agencies and local authorities and emergency services for legitimate purposes.

#### What happens after I graduate/ stop attending Doorstep sessions?

- On conclusion of your participation, Doorstep will retain a certain amount of personal data which will form part of the student records archive. This data is retained in order to provide a record of your registration as a participant and your achievements, to allow Doorstep to respond to requests for information from graduates and other leavers, and to report on performance or any other relevant aspect of the participant body.
- Some information may be retained for statistical purposes.
- On graduation, you will also automatically become a member of Doorstep's Alumni.

#### Consent

Doorstep Arts processes personal data about students to fulfil our contractual, regulatory and legal obligations. To enable Doorstep Arts to provide additional services we require consent to use personal data in this way. During the annual registration process you will have provided a response to each consent statement.

You have the right to change your mind, the following information provides details on what you need to do to update or remove your consent during the year.

#### Communications from Doorstep Arts

While you are a participant/ alumni with Doorstep Arts we will send you news about the organisation on a regular basis.

We would also like to send you regular marketing information about other opportunities available with Doorstep such as workshops with visiting theatre companies.

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Communications could come from various colleagues and will usually take the form of emails, but could include phone calls.

All marketing communications will have a link to enable you to unsubscribe from mailing list at any time.

If you have given us your mobile phone number then we might text you with important information - for example, letting you know when a session has been cancelled.