



The Art Ministry

Creating Community

Privacy Policy

May 2025

Who we are

The Art Ministry is a charity dedicated to providing affordable art and craft activities to less able children and adults from south east Essex. By engaging in the creative process they can make friends, boost their self confidence, improve their self esteem and engage with the local community in a caring environment.

Everyone who has contact with The Art Ministry is important to us, and we're committed to keeping your data safe, making it clear what information we collect from you, and how we use it.

This Privacy Policy sets out how we use and protect your data.

You can change how we contact you at any time, simply by contacting us by email at contact@theartministry.org.uk or calling us on 07582 025163.

As part of our commitment to you, we have appointed a Data Protection Officer, whose name is Allan Webb. You can contact Allan, either by writing to:

The Data Protection Officer,
The Art Ministry,
1 Church Road,
Hadleigh,
Essex,
SS7 2DQ
or emailing: allanwebb@theartministry.org.uk

What data we collect and how we use it

The type and amount of data we collect and use depends on why you have provided it.

We will only collect, use and otherwise handle your personal data:

- where you have consented to this for specified, explicit and legitimate purposes
- where this is necessary to fulfil legal obligations that apply to us
- where it is necessary for our legitimate interests relating to running our daily operations, as long as, in each case, these interests are in line with applicable law and your legal rights and freedoms.

Supporters

If you support us, for example by signing up to an event, donating, signing up to Gift Aid, or signing up to a campaign, we will usually collect your name, contact details, and whether you would like to be contacted, and how we would do so. If appropriate, we may also ask to collect your date of birth, financial details, Gift Aid eligibility, and reasons for support.

We collect this data so we can keep you up to date with information and products you have requested, or may be interested in, and to ask for more support, in the way that you have chosen; to run our events; and to fulfil our legal responsibilities for financial and Gift Aid reporting.

We will keep your data only for as long as necessary. If you have kindly donated to us, we are required to keep this data for seven years. If you have not donated to us, we will only keep your data for three years.

Volunteers

If you volunteer with us, or enquire about our volunteering opportunities, we will usually collect your name, contact details, emergency contact details, bank details, contact preferences, ethnicity, gender, availability to volunteer, disability (including physical and mental conditions) and criminal convictions.

We collect this data so that we can contact you about volunteering opportunities that come up; so that we ensure the safety of our volunteers, employees and service users; can pay expenses; put forward people for awards programmes; and to help us anonymously measure our inclusion and accessibility across our volunteering programmes.

We will keep this data for one year after you stop volunteering for us.

Employees

If you are employed by us, or enquire about our employment opportunities, we will usually collect your name, contact details, emergency contact details, bank details, contact preferences, ethnicity, gender, availability to volunteer, disability (including physical and mental conditions) and criminal convictions.

We collect this data so that we can contact you about employment and volunteering opportunities that come up; so that we ensure the safety of our volunteers, employees and service users; can pay salary and expenses; validate your references; and to help us anonymously measure our inclusion and accessibility across our employment programmes.

We will keep this data for six years after you stop working for us.

Service Users

If you make use of any of our services, or enquire about our services, we will usually collect your name, contact details, emergency contact details, contact preferences, ethnicity, gender, services you are interested in, disability (including physical and mental conditions) and criminal convictions.

We collect this data so that we can tell you about our services and events; so that we ensure the safety of our volunteers, employees and service users; can; and to help us anonymously measure our inclusion and accessibility across our services.

We will keep this data for one year after you stop using our services.

Photography

Our supporters, volunteers, employees and service users may choose to let us use photography and images of them to help our campaigns and activity come to life.

We keep these images stored in a secure location and will only use them with the subject's prior permission.

We keep these images for three years after we have been given them, unless you ask otherwise or allow us to keep specific images for a longer period.

Measuring Outcomes

For most of the services that we provide we must evidence to ourselves and funders what differences we have made to people's lives. If you agree to contribute to our evidence gathering, we will record responses to questions that you give us, and your personal details.

This data will be used to fulfil our research objectives, and may be shared for relevant funders. Your data will remain anonymous unless you consent to it being disclosed.

The data we collect will be kept for five years.

Complaints

Should you wish to register a complaint we will collect your name, contact details and details about the complaint to enable us to respond, monitor and improve our organisation.

We will hold this data for six years.

Website

When someone visits www.theartministry.org.uk we use a third-party service, Google Analytics, to collect standard internet log information and details of visitor behaviour patterns. We do this to find out information, such as the number of visitors to the various parts of the site.

If we want to collect personally identifiable information through our website, we will be up front about this. We will make it clear when we collect personal information and will explain what we intend to do with it.

We might also obtain your personal data through your use of social media such as Facebook, WhatsApp, Twitter or LinkedIn, depending on your settings or the privacy policies of these social media and messaging services. To change your settings on these services, please refer to their privacy notices, which will tell you how to do this.

Mailchimp

We use a third-party provider, Mailchimp, to deliver emails. We collect statistics around email opening and clicks using industry standard technologies to help us monitor and improve our communications. For more information, please see [Mailchimp's privacy notice](#).

Suppression List

Should you not wish The Art Ministry to contact you in the future, we will hold your contact details on file. This will enable us to ensure that we comply to your wishes.

We will hold this data indefinitely. Should you wish to engage with The Art Ministry again, then please get in by emailing us at contact@theartministry.org.uk

Children's data

Although children under 16 can come into contact with The Art Ministry with the consent and support of a guardian, we **do not** record their contact information. Instead, their parent or guardian's details are recorded (with their contact preferences). Individuals over 16 can be recorded but still require a guardian as reference.

For our services, the service is always provided to the family or parent.

Sharing your data

Unless we are required to share your data for legal or regulatory reasons, to help with a complaint, or to administer Gift Aid, we will never share your data with other organisations.

We do use third-party organisations to help us collect donations, such as Total Giving, and we do use a third-party to process our salaries and HMRC payments and returns. Where we use external companies to collect or process data on our behalf, we carry out comprehensive checks on these companies, and put in place processes to control how they manage the data they may collect or have access to.

Keeping your data safe and up to date

At The Art Ministry we ensure that the most appropriate technical controls are in place to keep your data safely. Access to your data is regularly reviewed and only accessible to the relevant trained employees, and volunteers.

Where we use external companies to collect or process data on our behalf, we carry out comprehensive checks, and put in place processes to control how they manage the data they may collect or have access to.

Your data will be hosted on servers located in the UK, which will not be transferred out of the European Union, or in the case of Mailchimp, the data will be stored in the US.

Your rights

We will only collect the data that we need to carry out the purposes you have contacted us for, or given us permission to use it for.

To enable us to carry out the purposes you have contacted us for, there will be occasions when we will make some data collection mandatory i.e. your name and address to claim Gift Aid, or your email address to access our services. If you don't provide this data, we cannot carry out the purposes you have contacted us for.

We will always tell you why these fields are mandatory.

At any time that you wish you can:

1. gain access to your personal information,
2. object to the processing of your personal information,
3. object to the use of automated decision-making and profiling,
4. restrict the processing of your personal information,
5. ask for a copy of your personal data (known as data portability),
6. rectify or correct your personal information, and
7. have your personal information removed (known as Erasure or the 'right to be forgotten').

Where you have provided consent to be contacted or to receive a service, you will be entitled to withdraw that consent at any time.

If you are at any point unhappy with the way that we handled your personal data, you can make a complaint to the Information Commissioner's Office.

To make changes to how we contact you, please email us at contact@theartministry.org.uk

For all other requests please contact the Data Protection Officer at:

The Data Protection Officer,
The Art Ministry,
1 Church Road,
Hadleigh,
Essex,
SS7 2DQ
or emailing: contact@theartministry.org.uk

Changes to this Policy

We may make changes to this Privacy Policy from time to time. If we make any changes in the way we use your personal information we will make this clear at www.theartministry.org.uk or by contacting you directly.