



DATA PROTECTION POLICY & PRIVACY STATEMENT – July 2026

Introduction

Arts in Redditch (AIR) respects the privacy of its Members, Friends and other people for whom it holds data, and is committed to compliance with the requirements of the General Data Protection Regulations. This policy sets out the basis on which that commitment will be put into practice.

Scope

This Policy applies only to Personal Data held by AIR in respect of its Members, Friends, registered Artists and other contacts – its '*Data Subjects*' - and is limited to the following:

- Name
- Home address and postcode
- Home telephone number
- Mobile telephone number
- E-mail address
- Photographs (for exhibiting artists)
- Banking details

Purposes

Arts in Redditch retains the data set out in the Scope of this policy, inter-alia, for the following purposes:

- To inform its Data Subjects about the work of AIR and of other arts organisations which it seeks to promote.
- To engage with those Data Subjects for the purposes of event organisation, including the provision & management of opportunities for participation in creative activities.
- To comply with the requirements of the Constitution of AIR, adopted on 22nd July 2015, and approved by the Charity Commission on 17th August 2016, regarding notification of meetings.
- To allow AIR to process grant applications which it receives from time to time from local arts organisations.
- For any other purposes consistent with its Objects/Charitable Purposes set out in its Constitution.

Personal Data relating to the Data Subjects will not be made available to third parties, including other Data Subjects (see 'Communication').

Some Personal Data, for example, the biographies displayed in Pop-Up Galleries and other exhibitions, will be available to the public view. See 'Right to Anonymity'.

Obtaining Personal Data

Personal data is obtained from prospective Members & Friends by online application to <https://membermojo.co.uk/artsinredditch> Application forms include a statement that Members & Friends agree to AIR using the information for communication purposes.

In addition, e-mail and postal enquiries are received from prospective exhibitors, grant applicants, member organisations, and other organisations seeking support from AIR; these invariably include some personal data.

Holding Personal Data

Personal data relating to Members, Friends, artists and other contacts is held by AIR using a secure account with limited access.

Financial data are held for exhibiting artists to allow electronic payment of sales receipts. These data are held in online banking facilities with Lloyds Bank plc with limited access.

All computers used to access these accounts are protected by passwords and anti-virus software where applicable.

Reviewing, Amending & Deleting Personal Data

Any individual for whom AIR holds Personal Data is entitled to have sight of those data, can require amendments where those data are inaccurate, and can request deletion of those data. Such requests should be submitted in writing (by email) to the Secretary, Philip Roberts.

When Personal Data no longer needs to be retained, it will be deleted or archived.

Data Controller

The Data Controller for AIR is Philip Roberts, Secretary.

Communication

AIR regularly sends messages, newsletters, photographs and other documents by email to the Data Subjects covered by this policy. All such emails will be sent 'bcc' – blind copy – to listed recipients, so as not to share email addresses in contravention of this policy. This includes emails sent to Members via 'MemberMojo'. The same approach will apply to forwarding emails received by AIR.

Right to Anonymity

If any Data Subject makes such a request in writing to the Data Controller, their personal data may be omitted from public displays & other media presented by AIR.

Amendments to this Policy

This Policy will be reviewed by the Trustees of AIR from time to time, but if any Data Subject considers that this policy requires amendment or clarification, they should submit their request in writing (by email) to the Data Controller.

Philip Roberts
Secretary
Arts in Redditch

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Approved by the Arts in Redditch Steering Committee, 6th July 2026.