



# Young at Art and Young at Art Events Data Management Policy

Policy approved by Board/s on 6  
November 2018 and became operational  
on 7 November 2018

Policy Review Due Date: 7 November 2021

**Signed by Chair as approved:**

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## Introduction

In the course of its business, Young at Art and Young at Art Events needs to gather and use certain information about individuals. These can include employees, contractors, customers, suppliers, business contacts, volunteers, audiences and potential audiences and other people we have a relationship with or may need to regularly contact.

This policy describes how this personal data must be collected, handled, stored and used to meet our data protection standards – and to comply with the law including the General Data Protection Regulations (GDPR).

This policy ensures Young at Art and Young at Art Events:

- Complies with data protection law and follows good practice;
- Protects the rights of our customers, staff and partners;
- Is transparent about how we store and process individuals' data; and
- Protects ourselves from the risks of a data breach.

## Responsibilities for Compliance

Overall responsibility for Young at Art and Young at Art Event's compliance with this policy and accompanying procedures will lie with the Young at Art and Young at Art Events Board. The day-to-day operational management will lie with Young at Art and Young at Art Events' Data Protection Officer.

Young at Art and Young at Art Events' Data Protection Officer (DPO) will be the Young at Art General Manager. As at the date of this policy, the Data Protection Officer is Kelly-Anne Collins. All queries, requests for access etc should be forwarded to the DPO at [manager@youngatart.co.uk](mailto:manager@youngatart.co.uk). The Young at Art Marketing Officer will assist the General Manager in this role. All departments will embed and monitor compliance within the scope of their role.

In particular, the DPO will:

- Keep the Young at Art Director and Board/s updated on data protection issues, risks and responsibilities;
- Document, maintain and develop this policy and related procedures in line with the schedule set out on the cover of this policy;
- Embed ongoing privacy measures into all our policies, projects and day-to-day activities including marketing and fundraising alongside the staff responsible for that project or activity;
- Disseminate this policy across the organisations, provide advice to staff and arrange regular training on data protection to ensure compliance is being adhered to;
- Be the first point of contact and manage ongoing subject access requests, deletion requests and queries from clients, stakeholders and data subjects about data protection related matters;
- Check and approve contracts or agreements with third parties that may handle Young at Art and Young at Art's sensitive data;
- Ensure all systems, services and equipment used for storing data meet acceptable security standards; and

- Ensure that regular checks and scans of security hardware and software are carried out to ensure they are functioning properly.

This policy applies to all staff, Board members, contractors and third party suppliers. All staff must be familiar with this policy and comply with its terms. All third party Data Processors Young at Art use to process data on its behalf must be GDPR compliant.

### **Scope of Personal Information processed**

To ensure compliance with data protection law, Young at Art and Young at Art Events have undertaken a full audit of the data held by the organisations in order to ascertain the extent of the personal information including any sensitive special categories of personal information.

This information is laid out in our Data Controller Register. In this register, Young at Art and Young at Art Events sets out the following:

- Description of the data subjects;
- Description of the personal data;
- How the data has been collected;
- The purpose for which the data has been collected;
- The lawful basis under which the data has been collected;
- Any special conditions for processing special category data;
- Who the data is shared with;
- How long we will hold the data; and
- How the data is stored including any special measures to protection the security of that data.

### **Data Protection Principles**

The Data Protection Act 2018 came into force in the UK on 25 May 2018. Young at Art and Young at Art Events will comply with the principles of data protection ('the Principles') enumerated in the law. We will make every effort possible in everything we do to comply with these principles.

#### **1. We will fairly and lawfully process personal data in a transparent way**

Young at Art and Young at Art Events will only collect data where lawful and where it is necessary for the legitimate purposes of Young at Art or Young at Art Events.

- The name and contact details of employees and contractors will be collected when they take up a position, and will be used to contact them regarding administration related to their role.

Further information, including personal financial information and criminal records information may also be collected in specific circumstances where lawful and necessary (in order to process payments to the person or in order to carry out a DBS check)

Lawful basis: Contract (the collection and use of data is fair and reasonable in relation to Cathedral Quarter Trust completing tasks expected as part of working with the individuals;

- Any individual's name, contact details and other details may be collected at any time with their consent, in order for Young at Art or Young at Art Events to communicate to them about our projects and activities.

Lawful basis: Consent

- Pseudonymous or anonymous data (including behavioural, technological and geographical/regional) on an individual may be collected via tracking 'cookies' when they access our website or interact with our emails, in order for us to monitor and improve our effectiveness on these channels.

Lawful basis: Consent

## **2. We only collect and use personal data for specific, explicit and legitimate purposes and will only use the data for those specified purposes.**

When collecting data, Young at Art and Young at Art Events will always provide a clear and specific privacy statement explaining why the data is required and what it will be used for.

## **3. We will ensure any data collected is relevant and not excessive**

Young at Art and Young at Art Events will not collect or store more data than the minimum information required for its intended purpose.

## **4. We will ensure that data is accurate and up to date**

Young at Art and Young at Art Events will ask employees to check and update their data on an annual basis. Any other individual data collected will be checked yearly and updated when new information has been given. Individuals will be able to update their data at any point by contacting the DPO.

## **5. We will ensure that data is not kept longer than necessary**

Young at Art and Young at Art Events will keep records for no longer than is necessary to meet the intended use for which it was gathered (unless there is a legal requirement to keep records). The storage and intended use of data will be reviewed in line with Young at Art and Young at Art Event's data retention policy. When the intended use is no longer applicable (eg. contact details for an employee who has left), the data will be deleted within a reasonable period.

## **6. We will keep personal data secure**

Young at Art and Young at Art Events will ensure that data held by us is kept secure including:

- Electronically-held personal data will be held within a password protected and secure environment. Passwords should be changed regularly. Staff should use the password manager issued to create and store their passwords.
- Data will only be stored on an encrypted computer that is password protected.
- Passwords for electronic files will be re-set each time an individual with data access leave their role/position
- Physically-held personal data will be stored in a locked cupboard.
- Keys for locks securing physical data files should be collected by the DPO from any individual with access if they leave their role/position. The codes on combination locks should be changed each time an individual with data access leaves their role/position
- Access to data will only be given to relevant employees/contractors where it is clearly necessary for the running of a project. The DPO will decide in what situations this is applicable and will keep a master list of who has access to data.

## **7. Transfer to countries outside the EEA**

Young at Art and Young at Art Events will not transfer data to countries outside the European Economic Area (EEA), unless the country has adequate protection for the individual's data privacy rights.

## **Individual's Rights**

### **1. Right to be Informed**

Whenever Young at Art and Young at Art Events collects data, it will provide a clear and specific privacy statement explaining why it is being collected and how it will be used.

Young at Art and Young at Art Events aims to ensure that individuals are aware that their data is being processed, and that they understand:

- Who is processing their data;
- What data is involved;
- The purpose for processing that data;
- The outcomes of data processing; and
- How to exercise their rights.

To that end, Young at Art and Young at Art Events have a privacy statement, setting out how data relating to these individuals is used by us.

The Young at Art and Young at Art privacy notice is attached to this policy as Appendix A.

### **2. Right of Access**

Individuals can request to see the data Young at Art and Young at Art Events holds on them and confirmation of how it is being used. Requests should be

Young at Art and Young at Art Events are supportive of the rights of individuals to request access to the personal information about them that may be held by our

organisation/s. To facilitate this process, individuals are required to complete a Data Subject Access Request Form and return it to the DPO who will manage the request completion.

The Data Subject Access Request Form is attached to this policy as Appendix C.

Young at Art and Young at Art Events will comply with data protection law in regard to these requests including replying in writing to any data subject access requests within 30 calendar days confirming whether or not we hold any personal information about the applicant and either provide the information requested or explain why it is not being provided. Where requests are complex or numerous, this may be extended to 60 calendar days.

Access requests will be recorded in a Data Subject Access Request Register. This Register will record the name of the Data Subject, the date of the request and the length of time that the request information will be held before deletion. In accordance with data protection law, information supplied in response to a request will be based on the data held at the date of receipt of the request.

All information held will be subject to routine or regular amendments or deletions as per data protection law current at the time or subject to our organisational reviews.

### **3. Right to Rectification**

Individuals can request that their data be updated where it is inaccurate or incomplete. Young at Art and Young at Art Events will request that staff, Board members, volunteers and contractors check and update their data on an annual basis. Any requests for data to be updated will be processed within 30 calendar days.

### **4. Right to Object**

Individuals can object to their data being used for a particular purpose. Young at Art and Young at Art Events will always provide a way for an individual to withdraw consent in all marketing communications. Where we receive a request to stop using data, we will comply unless we have a lawful reason to use the data for legitimate interests or contractual obligation.

### **5. Right to Erasure**

Following a data subject access request process has been undertaken, the individual may request verbally or in writing for a verification of the information held or a deletion. Young at Art and Young at Art Events will respond to the request within one month of receipt of request to delete.

Young at Art and Young at Art Events will consider the deletion of records where personal information:

- is no longer necessary for the purpose for which it was originally collected or processed it for;
- is held on the lawful basis of consent and the individual withdraws their consent;

- is held on the lawful basis of legitimate interest and the individual objects to the processing of their data, and there is no overriding legitimate interest to continue this processing;
- is being processed for direct marketing purposes and the individual objects to that processing;
- has been processed; or
- must be deleted to comply with a legal obligation.

Where an application for deletion is manifestly unfounded or excessive, taking into account whether the request is repetitive in nature, Young at Art and Young at Art Events may refuse to comply with a request or consider requesting a reasonable fee based on the administrative costs of complying with the request. The reasons for making these decisions will be recorded and promptly provided to the applicant.

## **6. Right to Restrict Processing**

Individuals can request that their personal data be 'restricted' – that is, retained and stored but not processed further (e.g. if they have contested the accuracy of any of their data, Young at Art and Young at Art Events will restrict the data while it is verified.)

Though unlikely to apply to the data processed by Young at Art and Young at Art Events, we will also ensure that rights related to portability and automated decision making (including profiling) are complied with where appropriate.

## **Ongoing documentation of measures to ensure compliance**

Young at Art recognises that complying with data protection law is an ongoing process. To ensure ongoing compliance, Young at Art will ensure that:

1. our Data Controller Register is kept up-to-date by:
  - conducting a yearly review across the organisation/s of data held and security/privacy measures in place; and
  - update the document if and when new major new activities or projects are undertaken by us following any data protection impact assessment; and
2. ensure that all Young at Art and Young at Art Events core personnel take part in a yearly internal data protection review as well as internal top up training. For any new employees, Young at Art and Young at Art Events will source suitable data protection training. Young at Art will maintain records showing the training undertaken by employees on privacy and data protection matters.

To assist with making decisions regarding the legal retention of documents that contain personal information, Young at Art will follow the guidelines set out in its Data Retention Schedule. This is attached as Appendix D to this policy.

Where personal information is identified for destruction/deletion, Young at Art and Young at Art Events will undertake the following:

- Personal information stored in hard copy physically on the premises will be destroyed safely and securely, including shredding;
- Where personal information is stored in digital documents on digital devices held by employees, all reasonable and practical efforts will be made to remove data.
  - Priority will be given to any instances where data is stored in active lists (e.g. where it could be used) and to sensitive data;
  - Where deleting the data would mean deleting other data that we have a valid reason to keep (e.g. on old emails) then the data may be retained safely and securely but not used.

## **Data Protection Impact Assessments**

Where required to by law, Young at Art and Young at Art Events will undertake a Data Protection Impact Assessments (DPIA) during the development phase of a new project/activity.

To ensure adherence to best practice and that privacy by design is an integral part of the development of new projects/activities, Young at Art and Young at Art Events will consider whether to carry out a DPIA where integral to the delivery of the project, Young at Art or Young at Art Events might be processing:

- sensitive data or data of a highly personal nature;
- data concerning vulnerable data subjects; and
- personal data in what amounts to a major new project for the organisation/s.

Where Young at Art or Young at Art Events decides not to conduct a DPIA in the above circumstances where they are not required to by law but it could be considered best practice to do so, Young at Art and Young at Art Events will note on a DPIA form when, how and why such a decision was made.

A Data Protection Impact Assessment form is attached to this policy as Appendix B.

## **Data Sharing**

Young at Art and Young at Art Event's Data Controller Register outlines the details of any/all third party organisations with whom we share personal information.

From time to time and being mindful of compliance with data protection law, Young at Art and Young at Art Events will enter into data sharing agreements with third parties. When doing so, Young at Art and Young at Art Events will ensure that such agreements detail the following matters:

- management of the collection of the necessary permissions;
- scope of the personal data to be shared including any meta-data that will be collected to enable the creation of an audit trail to support any responses to any data processing challenges or data subject access requests;
- security measures in place to protect the data in transit; and
- receiving organisations' obligations as a data controller of this new copy of the data being shared with them.

## **Security Measures**

Young at Art and Young at Art Events collects, holds, processes and shares personal data, a valuable asset that needs to be suitably protected. Every care is taken to protect personal data from incidents (either accidentally or deliberately) to avoid a data protection breach that could compromise security.

Compromise of information, confidentiality integrity or availability may result in harm to individual(s), reputational damage, detrimental effect on service provision, legislative noncompliance and/or financial costs.

Young at Art and Young at Art Events is obliged under data protection law to have in place a framework designed to ensure the security of all personal data during its lifecycle, including clear lines of responsibility.

Young at Art and Young at Art Event's Data Controller Register outlines the details of all the security measures that we have in place to protect the personal information that we store from a data breach. It also sets out our protocols for the following:

1. Safe Transfer of Data
2. Password Management
3. Data Back Up

Young at Art and Young at Art Events will ensure that we have appropriate security measures in place to ascertain if there has been a breach of data and how serious that breach has been.

With regards to reporting breaches of data, Young at Art and Young at Art Events will abide by the reporting and notification requirements as set out by the Information Commissioner and Data Protection legislation.

## **Action to be taken in the event of a data Breach**

On discovery of a data breach, the following actions should be taken:

### **1. Containment and Recovery**

Immediate responsibility for taking action on discovery of the breach is the individual committing the breach and any staff, Board members, volunteers or contractors who become aware of the breach.

Their immediate priority should be to contain the breach and limit its scope and impact. Where personal data has been sent to or accessed by someone not authorised to see it, the individual aware of the breach should:

- Tell the recipient not to pass it on or discuss it with anyone else;
- Tell the recipient to destroy or delete the personal information they have received and get them to confirm in writing that they have done so;
- Warn the recipient of any implications if they further disclose the data; and

- Inform the data subjects whose personal data is involved what has happened so that they can take any necessary action to protect themselves.

The breach must be immediately reported to the DPO providing the following information:

- Date and time of the breach;
- Date and time the breach was detected;
- Who committed the breach;
- Details of the breach;
- Number of data subjects involved; and
- Details of actions already taken in relation to the containment and recovery.

See Appendix E for the reporting form to be used.

## **2. Assessing the Risk**

Upon receiving a report of the breach of personal information, the DPO will conduct an investigation into the breach and prepare a report. The report will follow the Information Commissioner's Office guidance on breach management and will consider the following:

- How did the breach occur?;
- The type of personal data involved;
- The number of data subjects affected by the breach;
- Who the data subjects are;
- The sensitivity of the data breached;
- What harm to the data subjects can arise? For example, are there risks to physical safety, reputation or financial loss?;
- What could happen if the personal data is used inappropriately or illegally?;
- For personal data that has been lost or stolen, are there any protections in place such as encryption?; and
- Are there reputational risks from a loss of public confidence in the services that Young at Art / Young at Art Events?

## **3. Notifying the Information Commissioner's Office (ICO)**

The DPO with advice from a Legal/Information Security Services will determine whether the breach is one which is required to be notified to the ICO. Where the decision is taken to notify the ICO, the DPO will complete a breach notification form.

## **4. Evaluation and Response**

Following any breach, the DPO will review the circumstances surrounding the breach with those involved. Taking advice from Legal/Information Security Services, the DPO will implement appropriate changes to Young at Art and Young at Art Events' data management policies and procedures to prevent further breaches. This may include additional staff training or information security measures.

## **YOUNG AT ART / YOUNG AT ART EVENTS PRIVACY NOTICE**

At Young at Art, we are committed to maintaining the trust and confidence of visitors to our website, subscribers to our newsletter, and those who purchase tickets for our events. Here you'll find information on how we treat data that we collect from visitors to our website, when someone subscribes to our newsletter, or when someone purchases tickets.

### **Visitors to our Website**

When someone visits [www.youngatart.co.uk](http://www.youngatart.co.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 things such as the number of visitors to the various parts of the site. This information is only processed in a way that does not identify anyone. We do not make, and do not allow Google to make, any attempt to find out the identities of those visiting our website.

### **Newsletter Sign-Up**

As part of the registration process for our monthly e-newsletter, we collect personal information (your email address, name, and postcode). We use that information for a couple of reasons: to tell you about what's happening at Young at Art, Young at Art Events and Fighting Words Belfast, and occasionally other news from other organisations that we feel is of interest; to contact you if we need to obtain or provide additional information; to check our records are right, and to check every now and then that you're happy and satisfied. We don't rent or trade email lists with other organisations and businesses.

We use a third party provider, MailChimp, to deliver our newsletter. We gather statistics around email opening and clicks using industry standard technologies to help us monitor and improve our e-newsletter. For more information, please see MailChimp's privacy notice. MailChimp participates in and has certified its compliance with the EU-U.S. Privacy Shield Framework and the Swiss-U.S Privacy Shield Framework. You can unsubscribe to general mailings at any time of the day or night by clicking the unsubscribe link at the bottom of any of our newsletter emails or by emailing [marketing@youngatart.co.uk](mailto:marketing@youngatart.co.uk).

### **Purchasing Tickets**

When you purchase tickets or gift vouchers through our Box Office, your name, address, email, and contact number will be stored by our ticketing partner, Ticketsolve. When you purchase tickets, data is shared between Global Payments (payment gateway) and Ticketsolve (ticketing platform), in order to process the transaction. Where patrons opt to join the mailing list, data will be shared with Mailchimp (email partner).

Ticketsolve, Global Payments, and Mailchimp have implemented appropriate technological measures to protect against accidental loss, destruction, damage, alteration or disclosure of data. Global Payments is a trading name of GPUK LLP. GPUK LLP is authorised by the Financial Conduct Authority under the Payment

Services Regulations 2017 (504290) for the provision of payment services and under the Consumer Credit Act (714439) for the undertaking of terminal rental agreements.

For more information, please see their privacy notices here:

- Ticketsolve
- MailChimp
- Global Payments

Please be assured that we do not share your personal details with any other company without your consent. Where activity is delivered with a partner venue or organisation, we will provide them with a customer list (name and mobile number) in order to fulfil your booking and to be able to contact you in the event of any last minute changes. Partner venues or organisations are not allowed to store this beyond the event.

### **People who email us**

We use Gmail, which automatically encrypts email, turning them into a code during delivery. This security tool is called Transport Layer Security (TLS) and helps prevent others from reading our emails. If your email service does not support TLS, you should be aware that any emails we send or receive may not be protected in transit.

We will also monitor any emails sent to us, including file attachments, for viruses or malicious software. Please be aware that you have a responsibility to ensure that any email you send is within the bounds of the law.

### **Links to Other Websites**

This privacy notice does not cover the links within this site linking to other websites. Those sites are not governed by this Privacy Policy, and if you have questions about how a site uses your information, you'll need to check that site's privacy statement.

### **Access to Your Personal Information**

You are entitled to access the personal information that we hold. Email your request to the Data Protection [Officer](#).

### **Changes to this Privacy Notice**

We keep our privacy notice under regular review. This privacy notice was last updated on 30 April 2018.

### **Cookies Policy**

We use a system of classifying the different types of cookies which we use on the Website, or which may be used by third parties through our website. The classification was developed by the International Chamber of Commerce UK and explains more about which cookies we use, why we use them, and the functionality you will lose if you decide you don't want to have them on your device.

## **What is a cookie?**

Cookies are text files containing small amounts of information which are downloaded to your personal computer, mobile or other device when you visit a website. Cookies are then sent back to the originating website on each subsequent visit, or to another website that recognises that cookie. Cookies are useful because they allow a website to recognise a user's device.

## **How long are cookies stored for?**

**Persistent cookies** - these cookies remain on a user's device for the period of time specified in the cookie. They are activated each time that the user visits the website that created that particular cookie.

**Session cookies** - these cookies allow website operators to link the actions of a user during a browser session. A browser session starts when a user opens the browser window and finishes when they close the browser window. Session cookies are created temporarily. Once you close the browser, all session cookies are deleted.

Cookies do lots of different jobs, like letting you navigate between pages efficiently, remembering your preferences, and generally improve the user experience.

You can find more information about cookies at [www.allaboutcookies.org](http://www.allaboutcookies.org) and [www.youronlinechoices.eu](http://www.youronlinechoices.eu).

## **Cookies used on our Website**

A list of all the cookies used on our website by category is set out below.

### **Strictly necessary cookies**

These cookies enable services you have specifically asked for. These cookies are essential in order to enable you to move around the website and use its features, such as accessing secure areas of the website.

### **Performance cookies**

These cookies collect anonymous information on the pages visited. By using the website, you agree that we can place these types of cookies on your device.

These cookies collect information about how visitors use the website, for instance which pages visitors go to most often, and if they get error messages from web pages. These cookies don't collect information that identifies a visitor. All information these cookies collect is aggregated and therefore anonymous. It is only used to improve how the website works.

### **Functionality cookies**

These cookies remember choices you make to improve your experience. By using the website, you agree that we can place these types of cookies on your device.

These cookies allow the website to remember choices you make (such as your user name, language or the region you are in) and provide enhanced, more personal features. These cookies can also be used to remember changes you have made to text size, fonts and other parts of web pages that you can customise. They may also be used to provide services you have asked for such as watching a video or commenting on a blog. The information these cookies collect may be anonymised and they cannot track your browsing activity on other websites.

### **Third party cookies**

These cookies allow third parties to track the success of their application or customise the application for you. Because of how cookies work we cannot access these cookies, nor can the third parties access the data in cookies used on our site.

For example, if you choose to 'share' content through Twitter or other social networks you might be sent cookies from those websites. We don't control the setting of these cookies, so please check those websites for more information about their cookies and how to manage them.

We embed videos from our official YouTube channel using YouTube's privacy-enhanced mode. This mode may set cookies on your computer once you click on the YouTube video player, but YouTube will not store personally-identifiable cookie information for playbacks of embedded videos using the privacy-enhanced mode.

Read more at [YouTube's embedding videos information page](#).

## **DATA SUBJECT ACCESS REQUEST FORM**

Subject access is one of the main rights under the Data Protection Act 2018. It gives you the right to ask us to tell you about any personal information that we might hold about you, and to provide you with a copy of that information. This is known as a data subject access request.

To submit a subject access request to Young at Art / Young at Art Events (*Circle which organisation/s your request relates*), please complete the below and return to our Data Protection Officer at [manager@youngatart.co.uk](mailto:manager@youngatart.co.uk) or Cotton Court, 30-42 Waring Street, Belfast, BT1 2ED.

Once we receive a data subject access request, we must reply, in writing, within 40 calendar days. In our reply, we must confirm whether or not we hold any personal information and either provide the information requested or explain why it is not being provided.

### **Personal information about your child**

Information about children may be released to a person with parental responsibility. However, the best interests of the children will always be considered. Before releasing any information about children, Young at Art and Young at Art Events will undertake all reasonable measures to ensure that the applicant is a person with parental responsibility for the child.

### **Completing this form**

Please be as clear and concise as possible, including, for example, providing your full name, any other names you are known by, and what areas of our activities you may have dealt with.

<b>Title</b>	
<b>Full name of Applicant</b>	
<b>Former/Maiden Name or any other name by which you have been known</b>	
<b>Full name of person to whom this access request is made if it is on behalf of another person including a child</b>	
<b>Date of Birth</b>	
<b>Email Address</b>	

<b>Contact Phone Number</b>			
<b>Current Address</b>			
<b>Postcode</b>			
<b>What information are you requesting?</b>			
<b>Please provide any additional information that relates to your request</b>			
<b>Please attach your documentary proof of your identity</b>			
<p>You can prove your identity by providing at least two forms of identification that between them provide a combination of your name, current address, and date of birth. The documents that could be used for example might be a photocopy or scan of the photo identification page of your passport or driving licence, or a copy or scan of a current utilities bill or bank statement showing your current address. Do not send original documents as we cannot be held accountable for original documents lost in the post.</p> <p>If you are making an access request on behalf of a child, please provide evidence of your parental responsibility for the child.</p>			
<b>Would you like us to return this documentation? (Please indicate which applies)</b>			
<b>Yes</b>			
<b>No, please destroy this documentation once you no longer need it</b>			
<b>How would you like us to correspond with you? (Please indicate which applies)</b>			
<b>By email, by using the email address provided above</b>			
<b>By post, using the address provided</b>			
<b>Your Declaration</b>			
<p>The information that I have supplied in and attached to this access request form is correct and I am the person to whom it relates. I understand that if I am providing my signature electronically, it is legally enforceable.</p>			
<b>Signature:</b>		<b>Date:</b>	
<p>A person who impersonates another or attempts to impersonate another may be guilty of an offence.</p>			

**Our Data Protection Statement**

Any personal information you give us will be held securely and in accordance with the rules on data protection. Your personal details will be treated as private and confidential and safeguarded, and will not be disclosed to anyone not connected to Young at Art or Young at Art Events depending on which organisation/s apply to you unless you have agreed to its release, or in certain circumstances where we are legally obliged to do so.

We will ensure that any disclosure made for this purpose is proportionate, considers your right to privacy and is dealt with fairly and lawfully in accordance with the Data Protection Principles of the Data Protection Act.

The Data Protection Act 2018 regulates the use of 'personal data', which is essentially any information, whether kept on computer or paper files, about identifiable individuals. As a 'data controller' under the Act, Young at Art and Young at Art Events must comply with its requirements.

**For Office Use Only – To be completed by the Data Protection Officer**

**Received by:  
(Name)**

**Date of  
Receipt:**

**How was the identity of the requester confirmed:**