

Ort Gallery Data Protection Policy

What data Ort Gallery keeps and why we keeps this data

Ort Gallery keeps very little data on file. We keep data about our staff and contractors who currently work with us as well as volunteers.

For staff and contractors we keep personal data including Name, Address, Telephone Number, Email Address and Emergency Contacts.

For volunteers we only keep Names, Email Addresses, Telephone Numbers and Emergency Contact Details.

This information is provided to us by the individual and all individuals have the right to withhold this data private from Ort Gallery or to ask us to withhold it in future.

We keep this information because we might need to contact the individuals for contracting, HR disputes, wage payment or in an emergency.

We never keep monitoring data (such as information about the race, gender, disabilities, age or religion) connected to a person. This information is collected and stored anonymously and only used for reporting to our shareholders and funders.

Our mailing list is managed by Mailchimp and we are therefore not responsible for the data held by this organisation. We only add email addresses to the list when people ask us to and they can unsubscribe from the list at any time.

Who in the organisation is responsible for processing the data

The Project Manager and Diversity Officer both process this data and keep it up to date.

The main data risks faced by the organisation

Ort Gallery has very low risk in regards to keeping data on file as we only keep the bare minimum of data on file and always collect monitoring information separately anonymously. As we store our collected data online (Google Drive) there is a risk of breach, however only staff within the organisation are able to access these files as they are password protected.

Key precautions to keep data protected, accurate and when data will be deleted

All databases that we use to keep personal informations (Volunteers and Staff only) are online (Google Drive) and only accessible to staff with a password that we change

regularly. We will make it a bi-monthly occurrence to check the data is kept safe and out of date data is removed.

What to do if an individual asks to see their data and when you will turn down a Subject Access Request

If an individual asks to see their data we will provide them with this information as soon as possible and always within 40 days. Due to the small number of individuals we hold data of, there should be no issue with keeping this timescale.

All individuals we work with have the right to be informed about how we store their data, the right to access their data at any given moment, the right of rectification, the right to erasure of data held on file, the right to restrict processing the right to data portability (this does not currently apply to Ort Gallery as we do not have automated systems of sharing data, the right to object and the right not to be subject to automated decision making including profiling.

Under what circumstances Ort Gallery discloses data, and to whom

We never share our data with third parties as we only keep the data on file for our own contacting and emergency situations.

How Ort Gallery keeps individuals informed about data it holds

We have started informing all staff and people on our Steering Committee about how we hold data. We have written this policy and will keep it updated every year. We will carry on informing our staff and steering committee about changes and updates as and when they happen. This will always be done in writing.

Who is responsible for reporting any breaches to the ICO and Charity Commission

This is the responsibility of the Ort Gallery directors.



Signed: Josephine Reichert
Position: Director

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Ort Gallery
www.ortgallery.co.uk

