

Privacy Notice

Craftspace is registered as a data controller. (Registration Number: Z5906900) Craftspace tries to meet the highest standards when collecting and using personal information in accordance with data protection law.

This privacy notice tells you about how Craftspace collects and uses personal information. It applies to information we collect about:

- ☐ People who sign up to our email newsletter list.
- ☐ People who participate in our craft projects.
- ☐ People who book and attend our events.
- ☐ People who work with us to deliver our services.
- ☐ Business contacts.
- ☐ Job applicants and our current and former employees.
- ☐ Customers purchasing from our online site.
- ☐ Users of our website.
- ☐ Volunteers.

Information we collect is: names, addresses, contact details. Occasionally health information is collected from participants registering to take part in craft activities.

We use personal information as follows:

For legitimate interests:

- ☐ Undertake financial transactions with suppliers, funders and customers.
- ☐ Communicate with participants or their families/carers taking part in our programmes.
- ☐ Communicate with business contacts regarding our work.

With your consent:

- ☐ Send marketing information for Craftspace and our programmes.
- ☐ Send fundraising information for Craftspace and our programmes.
- ☐ Maintain a list of donors.
- ☐ Undertake background research on donors using public sources of information.
- ☐ To claim gift aid on donations.
- ☐ Invite you to take part in surveys or questionnaires as part of evaluation of our programmes.

How we keep personal data secure

We will take appropriate steps to make sure that the personal information we hold (on paper and electronically) is kept securely and only used by people who have a right to see it. Our security measures include system access controls and training in data protection for staff.

How long we keep personal information

Data will not be kept on record for longer than necessary than to carry out the tasks listed above. We may have legal requirements to keep some data for longer periods of time.

Sharing or disclosing information

We will not share or disclose information to anyone else without your consent unless we are legally obliged to do so.

Access to Personal Information

Individuals can find out if we hold any personal information by making a 'subject access request'.

Make your request in writing to:
Craftspace, Unit 15 Highgate Craft Centre,
8 Highgate Square, Birmingham B12 0DU

We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate. You may remove your consent at any time.

Cookies

We use google analytics to gather information about the use of our website pages. This is anonymous and cannot be used to identify you personally.