

Fair Processing and Privacy Notice

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Last Updated: October 2025

Data Controller – AccessArt
Contact Details regarding Data Protection

Enquiries:

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AccessArt is committed to protecting your privacy. This policy explains how we collect, use, store and protect your personal information.

1. Who We Are

AccessArt is a UK registered charity supporting teachers, schools and individuals through art resources and training. We act as the data controller for personal data we collect.

We are a charity registered in England and Wales under registration number 1105049 and Our registered address is 6 West Street, Comberton, Cambridge CB23 7DS.

We have notified the Information Commissioner's Office and are registered on the Data Protection Register under registration number Z3274864.

2. The Data We Collect

We only collect the data necessary for our activities, which may include:

- **Memberships:** name, email address, school/organisation, payment details. For multi-user (school) memberships, we only hold the lead teacher's contact and teacher email addresses to provide access.
- **Payments:** invoice details, records of transactions processed through our accounting software, and bank details if supplied for refunds.
- **Events/workshops:** name, email, and (if attending online) Zoom username. Chat messages and participant names may be visible to others.
- **Images and recordings:** only where you have given consent, or where we rely on legitimate interests (e.g. documenting events).
- **Donors:** name, contact details, donation records, Gift Aid information.
- **Recruitment:** application details, CVs, references, interview notes.

3. How We Use Your Data

We use personal data to:

- Provide membership services.
- Process payments and maintain financial records.
- Deliver events and online workshops.
- Send communications about membership and services (only with your consent or where legally permitted).
- Record donations and manage Gift Aid claims.
- Assess and manage job applications.

We will never sell your data.

4. Lawful Bases For Processing

We process data under one or more of the following:

- Consent – e.g. for marketing emails, images.
- Contract – e.g. to provide membership or event services.
- Legal obligation – e.g. to keep financial records, process Gift Aid.
- Legitimate interest – e.g. internal management, archiving project materials, providing secure access to membership resources.

(A detailed table is included below in Section 11.)

5. Third-party Services

We use trusted third-party platforms for payment processing, email, event hosting, and IT support. A full list of these processors is available on request. Each has its own privacy and security measures.

6. Data Storage & Security

- Electronic data is stored on secure, password-protected systems.
- Access is limited to authorised staff and contractors.
- Where data is transferred outside the UK, we rely on adequacy decisions or standard contractual clauses.

7. Data Sharing

We may share information with:

- HMRC (for Gift Aid).
- Our professional advisors (e.g. accountants, auditors).
- Trusted third-party processors who provide services on our behalf.

We do not share your information with other organisations for marketing.

8. Retention

We keep personal data only as long as necessary ([see Section 14](#)).

9. Your rights

You have the right to:

- Access your data.
- Correct inaccurate data.
- Request deletion (where lawful).
- Withdraw consent at any time.
- Object to processing.
- Request restriction or portability of data.

To exercise your rights, contact us at [insert contact email].

10. Data Breaches

If a personal data breach occurs that risks your rights, we will inform you and notify the ICO where required.

11. Children

Where events involve children, we collect personal data only with parental/guardian consent.

12. Cookies

A cookie is a small file which asks permission to be placed on Your computer's hard drive and may collect information from Your computer, including where available, Your IP address, operating system and browser type for system administration and to report aggregate information to Our advertisers. Once You agree, the file is added and the cookie helps analyse web traffic or lets You know when You visit a particular site. Cookies allow web applications to estimate Our audience size and usage pattern and to respond to You as an individual. They help Us to improve the Website and to deliver a better and more personalised service. The web application can tailor its operations to Your needs, likes and dislikes, recognise You when You return to the Website and speed up Your searches by gathering and remembering information about Your preferences.

We use traffic log cookies to identify which pages are being used. This helps Us analyse data about webpage traffic and improve the Website in order to tailor it to customer needs. We only use this information for statistical analysis purposes about Our users' browsing actions and patterns without identifying any individual and then the data is removed from the system.

Overall, cookies help Us provide You with a better website, by enabling Us to monitor which pages You find useful and which You do not. A cookie in no way gives Us access to Your computer or any information about You, other than the data You choose to share with Us.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but You can usually modify Your browser setting to decline cookies if You prefer. However, if You select this setting You may be unable to access certain parts of the Website and may prevent You from taking full advantage of the Website. Unless You have adjusted Your browser setting so that it will refuse cookies, Our system will issue cookies when You log on to the Website.

13. Links to other websites

The Website may contain links to other websites of interest. However, once You have used these links to leave the Website, You should note that We do not have any control over that other website. Therefore, We cannot be responsible for the protection and privacy of any information which You provide whilst visiting such sites and such sites are not governed by this privacy policy. You should exercise caution and look at the privacy statement applicable to the website in question.

14. Retention Period

Data Category

Retention Period

Notes

Membership records (active)

Duration of membership

To provide services.

Membership records (ended)

5 years

For admin and re-joining support.

Teacher emails (multi-user)

Duration of membership

Deleted when membership ends.

Payment & invoice records

7 years

Legal accounting requirement.

Bank details (refunds)

Until refund completed

Then securely deleted.

Gift Aid declarations

7 years

Required by HMRC.

Event registration details

Up to 1 year

Unless retention is required longer (e.g. safeguarding).

Images & recordings

Archived indefinitely

For historical/legitimate interest; consent may be withdrawn for future use.

Job applications (unsuccessful)

12 months

Then deleted.

Employee records (successful)

Duration of employment + 6 years

Legal HR retention.

Website analytics (cookies)

26 months (default GA4)

Aggregated thereafter.

Activity / Data Category

Data Collected

Purpose

Lawful Basis

Membership

Name, email, school, teacher emails, payment details

Provide membership access and manage account

Contract; Legitimate interest

Payments & invoices

Invoice details, payment records, bank details

Process payments, maintain accounting

Legal obligation; Contract

Events/workshops

Name, email, Zoom username

Run events, provide access

Contract; Legitimate interest

Images & recordings

Photos, video, voice

Marketing, documenting projects

Consent; Legitimate interest

Donors & Gift Aid

Name, contact, donation details

Record and process donations, claim Gift Aid

Legal obligation; Legitimate interest

Recruitment

Application forms, CVs, references

Assess candidates

Legitimate interest; Legal obligation

Employees

HR and payroll records

Employment management

Contract; Legal obligation

Website & analytics

IP address, cookie data

Improve website, reporting

Consent; Legitimate interest

Contact us

If you have questions, please contact info@accessart.org.uk.

If you are unhappy, you can also contact the Information Commissioner's Office (ICO): www.ico.org.uk.