Wycombe Arts Centre
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Data Protection & Privacy Policy

This Data Protection & Privacy Policy explains how Wycombe Arts Centre (19 Desborough Road, High Wycombe, Buckinghamshire, HP11 2PU) controls, processes, handles, and protects your personal information when you interact with us or browse our website at www.wycombeartscentre.com. By using this website, you consent to the collection and processing of your data in line with this policy. If you disagree with the terms, we encourage you to stop using the site and refrain from submitting personal information to us.

Policy Definitions:

- "We", "our", "us" refers to Wycombe Arts Centre.
- "You", "the user" refers to the person using this website.
- GDPR: General Data Protection Regulation.
- PECR: Privacy & Electronic Communications Regulation.
- ICO: Information Commissioner's Office.
- Cookies: Small files placed on your device to track website activity.

Our Commitment to Data Protection

We are dedicated to upholding the highest standards of data protection. This policy follows the key principles of GDPR:

- Lawfulness, fairness, and transparency
- Purpose limitation
- Data minimisation
- Accuracy
- Storage limitation
- Integrity and confidentiality
- Accountability

Processing of Your Personal Data

Under the Data Protection Act 2018, we process personal information based on the lawful bases below:

Email Marketing

- Purpose: To send updates and relevant information from Wycombe Arts Centre.
- Frequency: No more than twice per month, on an opt-in basis.
- Retention: Data will be retained until you withdraw consent.
- Data Sharing: We do not share your data with third parties.

If the lawful basis for processing your personal data changes, we will notify you and update this policy accordingly.

Cookies

We use cookies on this website to enhance your browsing experience. Cookies help us track usage patterns, keep you logged in, and display relevant content. You can manage your cookie preferences through your browser settings, including opting out or deleting cookies.

Person Responsible for Data Protection

The designated Data Protection Officer (DPO) for Wycombe Arts Centre is Darrel Carter. For any inquiries or concerns about data protection, please contact Darrel Carter at dac@wycombeartscnetre.com or 01494 445517.

Data Definition

The personal data we collect may include, but is not limited to:

- Contact details (name, email address, phone number)
- Demographic information (age, gender, location)
- Payment and transaction data (for bookings or donations)
- Browsing activity and interaction with our website

Breach Reporting

In the event of a data breach, we will:

- Notify affected individuals without undue delay if their data is at risk.
- Report the breach to the Information Commissioner's Office (ICO) within 72 hours if necessary.
- Implement measures to mitigate further risk and prevent future breaches.

Data Audit Process

We monitor and audit our data handling procedures regularly to ensure compliance with GDPR and other relevant data protection laws. This includes:

- Conducting regular reviews of the data we collect, store, and process.
- Ensuring that only necessary data is retained and that it is accurate and up to date.
- Evaluating the security of our data storage systems.

Data Minimisation
We are committed to collecting only the minimum amount of personal data necessary to fulfil the intended purpose. We ensure that:
• Data collection is relevant to the specific activities we undertake.
• Only essential information is gathered.
• Unnecessary or excessive data is not retained.

Data Storage
Data is stored securely in accordance with industry standards. Data retention periods are determined by the purpose for which the data was collected, and data will be erased or anonymised when no longer needed. We regularly review data storage practices to ensure compliance with GDPR and other relevant laws.

Confidentiality & Data Back-ups
Data security is paramount, and we have implemented technical and organisational measures to protect personal data. This includes:

• Regular data back-ups stored in secure locations to ensure data is not lost in the event of a system failure.
• Ensuring all staff with access to personal data are trained on confidentiality and data protection procedures.

Data Security & Protection
We take the security of your personal information seriously and implement secure data storage technologies and procedures to meet the Data Protection Act 2018 requirements and GDPR principles.

Email Marketing
We use the opt-in method for our email subscriptions, and all marketing emails comply with the Data Protection Act 2018 and PECR. Our marketing emails may contain tracked links to monitor user activity, including times, dates, and geographical data. You can manage your email preferences or unsubscribe by clicking the link in any email we send or contacting us at info@wycombeartscentre.com.

Your Rights
You have the right to access, rectify, or erase your personal data, or object to its processing. If you wish to exercise any of these rights or have concerns about how we handle your data, please contact us at info@wycombeartscentre.com.