



## **PRIVACY POLICY 2025**

### **Green Shoes Arts Privacy Policy**

#### **Introduction**

Green Shoes Arts is fully committed towards protecting the privacy of its individuals, community groups, employees and website visitors. The Green Shoes Arts Privacy Policy explains our information practices and the various measures taken to protect your privacy and security with specific attention to any personal data we may have access to.

Green Shoes Arts Privacy Policy is fully compliant with the Data Protection Act 2018 (c. 12) which received Royal Assent on 23 May 2018 and other relevant business and personal legislation as well as the The General Data Protection Regulation (EU) 2016/679

Green Shoes Arts Privacy Policy was last updated on 7th June 2022.

#### **How does Green Shoes Arts collect personal information?**

Green Shoes Arts will not send any communications to an individual, unless we have received the individual's express permission in advance. In short, Green Shoes Arts will not pass on your personal information to any outside parties, or use your personal information in ways unrelated to those described, without your prior, confirmed consent.

#### **How does Green Shoes Arts use personal information?**

Green Shoes Arts collects information about the people we work with in order to share materials and resources, support groups and individuals to participate, and to improve our services. We engage in discussions with potential participants via phone, email, video calling or social media and retain information about these groups for 50 months. Other information may be collected in face to face meetings.

The people Green Shoes Arts work with will be required to share their contact details as part of our engagement and evaluation process. This data shall remain within our possession for the duration of the project and for 12 months afterwards.

Green Shoes Arts may collect and use the following kinds of personal information: information about your use of the Green Shoes Arts website (including your IP address, browser resolution, the website you clicked through to here, and other non-identifiable information); and any other information that you send to Green Shoes Arts.

On occasion Green Shoes Arts will work with Third Party Processors. Data gathered by Green Shoes Arts with your consent may be processed by a third party, for example through

the use of standard online input forms, such as google forms. You can see Google's GDPR policy here <https://cloud.google.com/security/gdpr/>.

Green Shoes Arts uses Mailchimp to send out e-newsletters. You can see Mailchimp's GDPR policy here: <https://mailchimp.com/gdpr/>.

Green Shoes Arts operates on the social media platforms [Facebook](#), [Instagram](#), [Twitter](#), [LinkedIn](#). GDPR policies for each platform are in the links. Green Shoes Arts may operate advertising on these platforms. If you have an active profile on any of these platforms you may be contacted by us.

On occasion Green Shoes Arts may work with a trusted partner to process data in line with our project and with your agreement. In these instances, Green Shoes Arts will be the Controller of the data and the trusted partner will be contracted through a Data Protection compliant agreement to ensure that the data is secured and will not be used by the Third Party for any other purpose.

Green Shoes Arts collects information about employees we work with in order to facilitate our contract of business for community support or contract of employment for employed staff.

#### **Does the Green Shoes Arts website gather data?**

In accordance with standard web practice, the Green Shoes Arts website also uses the information using 'cookies' to help understand how the site and its services are being used thereby allowing us to identify possible improvements in our website. Information gathered can include your IP address, browser resolution, the website you clicked through from, and other non identifiable information. We do not collect or store personal information so this data cannot be used to identify who you are.

Website visitors who would like to be kept informed of Green Shoes Arts projects can subscribe to our eNewsletter.

#### **Does Green Shoes Arts share information?**

We will never share, sell or rent individual personal information to any Third Parties for any purpose outside of our projects unless ordered by a court of law.

#### **How does Green Shoes Arts manage data security?**

To prevent unauthorised access, maintain data accuracy and ensure the correct use of information, we have put in place appropriate physical, electronic and managerial procedures designed to safeguard and secure the information we collect both online and in printed copies.

#### **How long does Green Shoes Arts keep information for?**

Job Applications - 2 years

Employee Contracts - 7 years

Media Permission forms - 7 years

Website - 50 months

Mailchimp/ Newsletter contacts - 50 months

Evaluation forms - 50 months

Engaged groups or organisations (i.e. those who have received resource information or support) - 50 months

### **Maintaining and deletion of data**

The Senior Management Team are responsible for maintaining, reviewing existing datasets in accordance with the details set out in this policy including and new datasets, that will be established in accordance with Green Shoes Arts Policies.

The Senior Management Team are responsible for deleting any data held on community contacts at the end of the retention period.

The Senior Management Team are responsible for deleting any personnel data.

The Board and the Senior Management Team are responsible for ensuring that data is being kept in accordance with GDPR and updating Green Shoes Arts Privacy and Data Protection Policies.

At the time of writing, the 'Senior Management Team' refers to the Artistic Director and Creative Programme Manager.

### **How can I see any of my personal data Green Shoes Arts may hold?**

Further details of our security procedures and updates to the information we hold can be arranged by contacting us using the below details. Please bear in mind we may need to validate your identity before sharing any information. Please contact [info@greenshoesarts.com](mailto:info@greenshoesarts.com) if you have a request.

### **How do I request to be completely removed from Green Shoes Arts databases?**

Please email [info@greenshoesarts.com](mailto:info@greenshoesarts.com) to be removed from our database or contact using the details below.

### **Green Shoes Arts contact details**

Green Shoes Arts  
Chadwell Heath Community Centre  
255 High Road  
Chadwell Heath  
RM6 6AS

### **Privacy policy updates**

If Green Shoes Arts makes any changes to its Privacy Policy, we will update this section of our Privacy Policy accordingly to ensure that all contacts are aware of the current Privacy Policy at the time of accessing the website or other forms of communication.

### **Where can I get independent advice about my information?**

For independent advice about data protection, privacy and data sharing issues, you can contact the Information Commissioner's Office (ICO) at:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.

Alternatively, visit [ico.org.uk](https://ico.org.uk) or email [casework@ico.org.uk](mailto:casework@ico.org.uk).

Next review date: May 2026