

Equal Vision Privacy Notice

Equal Vision CIC Ltd. is a Community Interest Company registered in England and Wales Company number: 10053841

We (Equal Vision) comply with the Data Protection Act 2018 & UK GDPR. Electronic communications will be made in accordance with the Privacy and Electronic Communications Regulations (PECR).

We collect the personal data that you may volunteer as part of booking tickets, students participating in the Curiosity Museum Online (CMO), taking part in an event or activity, making a purchase, donation forms, e-news sign-ups and visitor surveys.

Personal information we collect may include:

- Student first name, surname, student gender, class designation, year group, school name (Curiosity Museum Online)
- Teacher & Head Teacher first name, surname, title, email address & system specific password (Curiosity Museum Online)
- Your title and full name
- Email address
- Phone number
- Your job role and your organisation/company
- Your preferred areas of interest
- Contact preferences
- Gift information, including payment details where applicable
- Details of correspondence sent to you, or received from you
- Donor status
- Ticket bookings/purchases and event attendance

Who is processing your data

All personal data held, is processed in accordance with current Data Protection Legislation. The Data Controller for the information outlined in this privacy notice is Equal Vision CIC.

All Curiosity Museum Online (CMO) data is hosted in UK based data centres by Clook, a UK based Web Hosting Service. They are registered with the Information Commissioners Office (ICO), registration number: Z8853138. <https://www.clook.net/>

Flying Geese Consultancy Limited receive anonymised data for evaluation of CMO impact and analysis of data for drafting of student aspiration study. <https://flyinggeese.co.uk/privacy-and-cookie-policy/>

We use a GDPR compliant marketing automation platform (MailChimp) to store our database, send you emails and host our e-news sign-up forms. <https://www.intuit.com/privacy/statement/>

We protect your personal information and adhere to all current Data Protection legislation with respect to protecting privacy. We do not give out, sell or trade our mailing list data with third parties: this includes

partner organisations and host partners. Data provided by a partner during an Equal Vision exhibition or event, will be treated in accordance with this Privacy Policy.

How we will use the Information we hold about you

Curiosity Museum Online Specific Information

The participating student's details (as above) will be recorded in the Curiosity Museum Online (CMO) to enable their teacher and school to identify them for careers support and follow-up activities. The student data held is limited to the minimum necessary to enable the CMO to function as intended.

Teacher access via the Teacher Dashboard and downloadable reports (first name, surname, gender, class designation, year group, school name and responses), via a password-protected portal.

Access to student data is limited to essential Equal Vision staff and is password protected which is backed up by Two Factor Authentication (2FA).

To send you promotional, marketing, or fundraising information by post, telephone or electronic means. These types of communications can include:

- Informing you of products, services or events related to Equal Vision such as exhibitions and events
- Information regarding delivering projects with or on behalf of partner organisations
- News and updates about Equal Vision, our artists and host venues and marketing or supporter e-newsletters
- Information about our fundraising operations, including occasional targeted requests to consider giving financial support to Equal Vision or to ask you to consider supporting us in other ways
- Other relevant communications based on your relationship with Equal Vision

How the law allows us to use your information

The legal basis for processing your and student/teacher/head teacher data (as above) is:

- carrying out of a contract to which you are a party
- your consent, which you can withdraw at anytime by informing Equal Vision CIC
- legitimate interest to deliver careers education activities to pupils, supporting schools and local authorities in meeting their careers education objectives, evaluating programme effectiveness and improving the quality and relevance of the service.

Who we will share your information with

We will not normally share your information and student's data (as above) with organisations other than our partner organisations (as above) without your consent.

However, there may be certain circumstances where we would share without consent such as where we are required to do so by law, to safeguard public safety, and in risk of harm or emergency situations. Any information which is shared will only be shared on a need-to-know basis, with appropriate individuals. Only the minimum information for the purpose will be shared.

How long we keep your personal information

Information recorded through participating in the Curiosity Museum Online (CMO) will be held by Equal Vision for six (6) months from the end of the student licence and then securely deleted. Anonymised responses, which cannot be linked to any individual student, may be retained for evaluation purposes, including analysis by Flying Geese Consultancy Limited.

We will only keep your information for the minimum period necessary. The information outlined in this privacy notice will be kept for until the termination of the specific licence as agreed by both parties. All information will be held securely and destroyed under confidential conditions.

We understand that your personal information and privacy are important to you. We make every effort to ensure that the information you share with us is recorded accurately, retained securely, and used only according to your wishes. We will check with you at least every 2 years to ensure that you wish to remain on our mailing list.

Your rights

You have rights under current UK Data Protection Legislation:

- **Right to be informed** – Individuals have the right to receive clear and transparent information about how their personal data is collected, used, stored, shared and retained.
- **Right of access** – Individuals have the right to obtain confirmation that their data is being processed and to receive a copy of their personal data (commonly known as a Subject Access Request).
- **Right to rectification** – Individuals have the right to have inaccurate personal data corrected and incomplete personal data completed.
- **Right to erasure** – Individuals have the right to request the deletion of their personal data in certain circumstances (also known as the "right to be forgotten").
- **Right to restrict processing** – Individuals have the right to request that an organisation limits the way it uses their personal data in certain circumstances.
- **Right to data portability** – Individuals have the right to receive their personal data in a structured, commonly used and machine-readable format and to transmit it to another controller where applicable.
- **Right to object** – Individuals have the right to object to the processing of their personal data in certain circumstances, including direct marketing.
- **Rights in relation to automated decision-making and profiling** – Individuals have the right not to be subject to decisions based solely on automated processing, including profiling, where those decisions produce legal or similarly significant effects.

Additional right under the UK GDPR and the Data Protection Act 2018

- **Right to withdraw consent** – Where processing is based on consent, individuals have the right to withdraw that consent at any time, and it must be as easy to withdraw as it was to give.

To request your records or for any other enquiries, please contact: equalvisioncic@gmail.com

You also have a right to make a complaint about our handling of your personal data to the Information Commissioner's Office: <https://ico.org.uk/>

Providing accurate information

It is important that we hold accurate and up to date information about you to assess your needs and delivery the appropriate services. If any of your details have changed, or change in the future, please ensure that you inform us as soon as possible so that we can update your records.

Further information

If you have any questions or concerns about how your information is used, please contact:
equalvisioncic@gmail.com

More information about data protection and how it applies to you can be found on the Information Commissioner's Office website at <https://ico.org.uk/>