

Play Resource is committed to maintaining high standards of privacy and data protection for our stakeholders and those we work with. This privacy notice lets you know what happens to any personal data that you give to us, or any that we may collect from or about you.

We have aimed to provide this information concisely and in clear language. It won't cover the full detail of each of our fair processing activities, but if you need further information or want this notice to be provided in an alternative format, please [contact us](#).

## Who we are

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Play Resource is based at **North City Business Centre, 2 Duncairn Gardens, Belfast, BT15 2GG**.

## Personal data we collect

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The majority of our services and products are provided to employees or volunteers who are connected with organisations in the community and voluntary sector, private sector and government. To provide efficient services and support we collect and process personal data.

### Information we collect from you

- **business contact information** such as your full name, email address, job title and the organisations that you are associated with.
- **records of your registration and attendance at events**, such as, training sessions and formal meetings that we organise or host.
- **records of your contact and activities with us**, including emails, notes from phone calls and visits to Play Resource.
- **records of your subscriptions** to our email bulletin (Mailchimp) including a log of whether you open the emails and clicked on links.
- **records of your application** to our Creative Path programme.
- **photographs, video and/or sound recordings** of projects, events and training sessions for use in printed and electronic media, for promotional and archival purposes.
- **user account records** for online Click and Collect service
- **if you apply for a job with Play Resource** we collect your personal contact details and employment history, as well as equality monitoring information and unspent criminal convictions (where applicable) in completing job applications and pre-employment checks.

- **If you become listed as an artist on our database** we will collect your personal contact details, employment history and UTR number.

## How we collect your personal data

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We collect personal data from you:

- When you contact us to apply for Play Resource membership
- When you contact us to apply for a Creative Path project
- When you register to attend a training session
- When you register an account on our click and collect service on our website
- When you subscribe to our email bulletin (Mailchimp)
- When you contact us to book a room at our conference facilities
- When you attend an event either in our building
- When you apply for a job with us
- When you apply to go on our artist database

## How we use your personal data

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We use your personal information to:

- manage registration and attendance at training and to evaluate feedback afterwards
- provide digital products and services such as email bulletins and websites
- gather and analyse statistics around email opening and website traffic to help us improve our digital products
- maintain records of visits of members to Play Resouce

## What are the lawful bases for our processing of your personal data?

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We use the following lawful bases to process personal data:

- Where it is in our **legitimate interest** to provide confirmations or updates about products or services we provide you with, such as fulfilling your request to attend events, participate in training courses, or help you with advice and support.

- Where it is in our **legitimate interest** to provide our organisation membership service by keeping business contacts informed about membership services through the Play Resource email bulletin.
- Where you have subscribed to receive our email bulletin you will have given **consent** for us store your contact information and to contact you by subscribing. You can unsubscribe at any time from the email itself or by contacting us.
- Where we have **legal obligations** under UK or EU law, such as fraud prevention, the exercise of consumer rights, and under equal opportunity responsibilities

## Sharing your personal data

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We do not regularly share personal data with other people or organisations.

## Your rights under data protection laws

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The General Data Protection Regulation provides the following rights to you:

- **The right to be informed** about the processing of your personal information
- **The right to have your personal information corrected** if it is inaccurate and to have incomplete personal information completed
- **The right to object** to processing of your personal information
- **The right to restrict processing** of your personal information
- **The right to have your personal information erased** (the “right to be forgotten”)
- **The right to request access** to your personal information and to obtain information about how we process it
- **The right to move, copy or transfer** your personal information (“data portability”)
- **Rights in relation to automated decision-making** which has a legal effect or otherwise significantly affects you

We are committed to upholding your rights. You can contact us for further clarification or any concerns you have regarding your personal data that we hold by contacting the Data Protection Officer using the details below. Please note that the exercise of your rights are dependent on the lawful basis that has been used for each processing activity.

You also have the right to lodge a complaint with the Information Commissioner's Office which enforces data protection laws: <https://ico.org.uk/concerns>

## Data security and retention

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We minimise the amount of personal data we keep about you and the period of time we hold it for.

In some cases, we retain records for the length of time that we are legally obliged to do so (for example, invoices, payment information, job application and monitoring information, minutes of general meetings and trustee decisions). In other cases, we apply our retention schedule when we no longer require personal data and ensure its secure deletion or disposal.

We make sure that we don't collect more personal information than we need in order to carry out our activities and review our practices regularly.

When we use third party services and cloud services to process personal data we take due diligence to make sure that they are reputable and have appropriate data protection practices.

## Cookies and Analytics

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We collect information about your visits to our sites. The data cannot be used to identify any individual. To help us gather this information we use cookies; small files stored on the hard drive of your computer. Cookies allow us to improve our site and deliver a better service.

Our sites use:

- Google Analytics cookies: We use Google Analytics, a popular web analytics service provided by Google Inc. Google uses cookies to collect and analyse information about how the website is used. Google undertakes not to associate your IP address with other data held by Google. Find out more about [Google Analytics here](#).

If you do not wish to accept cookies you can activate the appropriate settings on your browser, however, you may be unable to access some parts of our sites. To find out more about cookies and how they can be turned off, visit [www.aboutcookies.org](http://www.aboutcookies.org). We will keep your information confidential except where disclosure is required and permitted by law.

## Changes to this privacy notice

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We may change this privacy notice from time to time by updating this page to reflect changes in the law, the type of work we do, and our privacy practices. We will notify our members and other stakeholders of any significant changes to our privacy practice via our website and other digital channels.

This privacy notice was last updated on 23 May 2018.

## Contact Us

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You can contact our Data Protection Officer using one of the following channels:

- **Email:** Data Protection Officer [gail@playresource.org](mailto:gail@playresource.org)
- **Address:** Play Resource, North City Business Centre, 2 Duncairn Gardens, Belfast, BT15 2GG
- **Phone:** 028 90357547