



Embassy Gallery. Data Protection Policy.

What data Embassy Gallery keeps and why we keep this data

Embassy Gallery keeps very little data on file. We keep data about the committee, those we employ, and our members.

For the committee and those that we employ we keep personal data including Name, Address, Telephone Number, Email Address and Emergency Contacts.

For members we only keep Names and Email Addresses.

This information is provided to us by the individual and all individuals have the right to withhold this data private from Embassy Gallery or to ask us to withhold it in future.

We keep this information because we might need to contact the individuals for contracting, wage payment or in an emergency.

We never keep monitoring data (such as information about the race, gender, disabilities, age or religion) connected to a person. This information is collected and stored anonymously (through equal opportunities monitoring forms) and only used for reporting to our shareholders and funders.

Our mailing list is managed by Mailchimp and we are therefore not responsible for the data held by this organisation. We only add email addresses to the list when people ask us to and they can unsubscribe from the list at any time.

Who in the organisation is responsible for processing the data

The treasurer processes this data and keep it up to date.

The main data risks faced by the organisation

Embassy Gallery has very low risk in regards to keeping data on file as we only keep the bare minimum of data on file and always collect monitoring information separately anonymously. As we store our collected data online (Google Drive) there is a risk of breach, however only staff within the organisation are able to access these files as they are password protected.

Key precautions to keep data protected, accurate and when data will be deleted

All databases that we use to keep personal informations (Members, Employed Workers and Committee only) are online (Google Drive) and only accessible to staff with a password that we change regularly. We will make it a bi-monthly occurrence to check the data is kept safe and out of date data is removed.

What to do if an individual asks to see their data and when you will turn down a Subject Access Request

If an individual asks to see their data we will provide them with this information as soon as possible and always within 40 days. Due to the small number of individuals we hold data of, there should be no issue with keeping this timescale.

All individuals we work with have the right to be informed about how we store their data, the right to access their data at any given moment, the right of rectification, the right to erasure of data held on file, the right to restrict processing the right to data portability (this does not currently apply to Embassy Gallery as we do not have automated systems of sharing data, the right to object and the right not to be subject to automated decision making including profiling).

Under what circumstances Embassy Gallery discloses data, and to whom

We never share our data with third parties as we only keep the data on file for our own contacting and emergency situations.

How Embassy Gallery keeps individuals informed about data it holds

We have started informing all staff and people on our board about how we hold data. We have written this policy and will keep it updated every year. We will carry on informing our staff and steering committee about changes and updates as and when they happen. This will always be done in writing.

Who is responsible for reporting any breaches to the ICO and Charity Commission

This is the responsibility of the Embassy Gallery directors.

Signed: Frieda Ford
Position: Director
Reviewed on: 03/05/2022
Next review date: 03/05/2023

Embassy Gallery
www.embassygallery.org

