



Arty-Folks Privacy Notice

Who are we?

Arty-Folks is an arts for mental health charity reaching out to adults of working age in Coventry and Warwickshire who are at a low point in life and struggling with mental ill health. We provide a programme of art for self-development alongside 1:1 coaching and peer support.

What we keep data for, and why?

We need to keep certain information (data) about you in order to:

- Communicate with you about the course/s you are attending
- Monitor attendance
- Evaluate the service

Your data will not be used for any automated decision making.

This is the data we will collect, with your consent:

- Name and contact details
- Demographics
- Use of NHS services
- Weekly routine and responsibilities
- Education and Employment
- Mental Health measures
- Service Satisfaction
- How you heard about Arty-Folks
- Consent for follow-up

Where will we get the data from?

We will collect the data from you when you register to attend a course and through use of questionnaires at the start and end of each course.

Who will we share your data with?

If you book through the Recovery Academy we will share the attendance register with them so that they know who attended their courses. No other identifiable data is shared.

Monitoring and statistical data will be shared with our funders and commissioners but this is anonymised first. We will not share any personal details that can identify you with them.

If there is an emergency, we may need to share your data with other agencies. We will only do this to keep you or others safe and if it is within your vital interests.

How will we keep the data?

We will collect your data electronically through Google Forms, data is then transferred onto our secure server and removed from Google forms. Our server is kept securely and can only be accessed with individual staff passwords. Access within our server is restricted only to those people who need to see it as part of their job. All identifiable data will be destroyed or anonymised when we no longer need it.

What are my rights?

Right to be informed – this privacy notice explains the basics about what data we keep, why and how, and for how long. If you would like more information, please ask a member of staff or email info@arty-folks.org.uk

Right to access – on request, we will provide a copy of all the data we have about you. Please email info@arty-folks.org.uk for information about how to go about this.

Right to remove consent/ Right to erasure – (or the 'right to be forgotten') – on request, we will destroy data that you have previously given consent for.

Right to be correct – we are obliged to correct any information we keep that is inaccurate. We will stop using your data (restrict processing) whilst it is rectified.