

Boho Arts Privacy and Data Protection Policy

Last updated: 12.04.2025

1. Introduction

Boho Arts is committed to protecting the privacy and personal data of all participants, employees, volunteers, and stakeholders in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

This Privacy Policy outlines what personal data we collect, how we use it, and the rights you have regarding your information.

2. Who We Are

Boho Arts is a registered charity based in [Insert City]. Our mission is to [Insert mission/charitable aim].

For the purposes of data protection legislation, Boho Arts is the "data controller."

Contact details:

Email: hello@bohoarts.co.uk

Website: www.bohoarts.co.uk

If you'd prefer to speak to someone by phone, please contact us by email to arrange a call.

3. The Personal Data We Collect

We may collect and process the following types of personal data:

- Full name
- Contact details (email, phone number)
- Emergency contact information
- Demographic details (e.g. age, gender, ethnicity – for monitoring purposes)
- Health and access requirements
- Postcode (not full address)
- Payment or donation information (we do not collect credit/debit card details directly; all transactions are processed through secure third-party payment providers)
- Media (photographs/video – with consent)
- Any other information you voluntarily provide (e.g. access needs, pronouns, feedback)

We collect data:

- Through online booking forms and registrations
 - Via surveys or feedback forms
 - During participation in our events, workshops, and programmes
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4. Why We Collect Your Data (Purposes of Processing)

We process personal data for the following purposes:

- To deliver our artistic and educational programmes
 - For health and safety and safeguarding
 - To make reasonable adjustments based on access needs
 - For monitoring, evaluation, and programme development
 - To report anonymised data to funders and stakeholders
 - For financial and administrative purposes (e.g. donations, class bookings)
 - With your consent, for photography/video to help promote our work
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5. Lawful Bases for Processing

Under UK GDPR, we rely on the following lawful bases:

- **Consent** – e.g. for mailing lists, use of photography/media
- **Contract** – e.g. where we provide a service (like a paid class or workshop)
- **Legal obligation** – e.g. safeguarding, accounting
- **Legitimate interests** – e.g. evaluating participation, improving our services, reporting to funders

[You may wish to expand this section with specific examples tied to your activities and audiences]

6. Data Sharing

We do **not** sell or rent personal data. We may share your information with:

- Our trusted service providers (e.g. IT systems, mailing tools, booking platforms)
- Funders (only anonymised or aggregated data unless otherwise agreed)
- Emergency services if necessary for safety reasons

We use trusted third-party platforms to help deliver our services, including:

- **Wix** (website hosting and design)
- **Bookwhen** (class and event bookings)
- **Brevo** (email communications and newsletters)
- **Google Forms** (feedback, registrations, and evaluations)

These platforms process personal data on our behalf in line with their own privacy policies and are contractually obligated to comply with UK data protection legislation.

7. How Long We Keep Your Data

We retain personal data only for as long as necessary for the purpose it was collected. We review retention periods regularly and securely delete or anonymise data when it is no longer needed.

- **Booking/registration data:** kept for up to 3 years after your last attendance, to support evaluation and programme development.
- **Mailing list data:** retained until you unsubscribe or request deletion.
- **Financial records:** held for 6 years to comply with accounting regulations.
- **Safeguarding or incident reports:** retained for a minimum of 10 years, in line with statutory guidance and legal risk considerations.

Where no statutory period applies, we determine retention based on the nature of the data, the reason for collection, and any relevant risk or contractual considerations.

8. Your Rights

Under UK GDPR, you have the following rights:

- To be informed about how your data is used
- To access the personal data we hold about you
- To request correction or deletion of your data
- To restrict or object to certain types of processing
- To withdraw consent (where processing is based on consent)
- To lodge a complaint with the Information Commissioner's Office (ICO)

If you wish to exercise any of these rights, please email us.

9. Data Security

We are committed to keeping your data secure. We use secure online platforms (such as Bookwhen, Brevo, and Google) for storing and processing personal data, and access is restricted to authorised members of our programme team.

We also store some information in internal spreadsheets for administrative use. These are saved securely and only shared with staff who need the information to carry out their roles.

We do not currently operate a centralised IT system, but we take reasonable steps to protect data from loss or misuse in line with our size and structure.

10. Cookies and Website Data

Our website may use cookies to improve your browsing experience and help us understand how people use our site. Cookies are small files placed on your device that collect standard internet log information and visitor behaviour data.

We only use essential and analytics cookies via platforms like Wix and Google (e.g. Google Analytics). No cookies collect personally identifiable information on our website directly. However, if you are subscribed to our email newsletters, we may track email opens and clicks through Brevo to understand engagement and improve our communications. This tracking is only applied to subscribers and does not affect website visitors.

Wix may also collect personal data (such as name, email address, or message content) when you contact us through website forms or the chat feature. This information is securely stored and used solely to respond to your enquiry or provide the service requested.

When you visit our website, a pop-up message may appear asking for your consent to use cookies. You can choose to accept or decline non-essential cookies.

You can also manage your cookie preferences through your browser settings at any time.

11. Policy Review

We review this policy annually or when significant changes to our data processing activities occur.

Next review due: 12.04.2026

If you have any questions or concerns about this policy, please get in touch with us.

Thank you for trusting Boho Arts with your information.