Privacy Policy

Version	By Author	Reason	Modification Date	Date Ratified	Date for Review
1	LV	New Policy		22.5.18	Ongoing
2	NB	Update	3/11/19	3/12/19	Ongoing for any urgent updates; Full review, DEC 2020
3	NB	Update	30/9/20	1/10/20	OCT 2021
4	NB	Update	30/9/21	11/10/21	OCT 2022
5	NB	Update	31/11/22	14/11/22	OCT 2023
6	NB	Update	30/11/23	1/12/23	DEC 2024
7	EV	Review and AI Addition	21/01/25	7/2/25	MARCH 2026
8	EV	Review	14/7/26	31/7/26	JULY 2027

Context: This document is designed to meet The Data Use and Access Act 2025 (DUAA) and The Data Protection Act 2018 which is the UK's implementation of the General Data Protection Regulation (GDPR), including amendments set out in the Keeling Schedule update of 2020 to prepare for Brexit in 2021 (Data Protection, Privacy and Electronic Communication (Amendments Etc.) EU Exit). It is a living document and we are working to review and expand it in key areas, particularly due to the significant advancement of Artificial Intelligence (AI) and the opportunities and risks this creates in regards to privacy and data.

Organisation: Quench Arts C.I.C.
Postal Address: FREEPOST QUENCH ARTS
Delivery Location c/o: Quench Arts, Floor 2, Afro-Caribbean Millennium Centre, 339 Dudley Road, Birmingham. B18 4HB.
Registered Address: 18 Balmoral Court, Belt Road, Hednesford, Staffordshire, WS12 4JP.
Registered Company No: 8334681

Who we are

Quench Arts C.I.C. ('we' or 'us') is a 'Data Controller' for the purposes of Data Protection Legislation and we are responsible for, and control the processing of, your personal information.

Your Privacy

We are committed to protecting your privacy. This notice explains how Quench Arts C.I.C. collect and process your personal information.

Information We Collect

We obtain personal information about you from the following sources:

a) Information provided by you:

1. You provided personal information upon registering or signing up to a Quench Arts C.I.C, project, course or service, whether online or in person;

2. Completed and/or returned surveys or response/feedback forms (for example via materials such as surveys for funding applications; photograph/media permission forms; baseline evaluation forms; project evaluation materials; case study responses; material contact preference forms) including by mail, in person and via electronic means;
3. You provided your personal information through our website and/or social media;
4. Personal information provided by you in relation to employment or volunteering with us (for example through application forms, CVs, invoices, reference details, tax numbers, etc.);
5. Personal information provided by you in relation to attending our training courses (for example, payment details, contact details, etc.).

b) Third party sources:

1. Organisations that assist Quench Arts C.I.C. in pursuing our mission and vison as set out in our company articles and memorandum, through partnership and collaborative working and via other sources available to the public at large, such as the world wide web;
2. Organisations who have obtained your permission to share your information with us;
3. Organisations who you have given consent for us to approach in order to obtain reference(s) for you or risk assessment, medical, health information and/or support information related to you;
4. If you link your Google, Facebook, Twitter, Soundcloud, YouTube, Instagram accounts, or any accounts from other 3rd party sources (like public forums or blogging sites) to Quench Arts sites then we also receive information from those accounts to the extent that you've agreed to this as part of your settings and that 3rd party's privacy policy.

Personal Information of Children

Quench Arts C.I.C. run projects and opportunities that engage children and young people as beneficiaries of our activities. As a result, we collect and process their personal information in the same way as we do adults in order to provide an effective, safe and appropriate service. We only do so where we have the full written consent of a parent/guardian/carers/keyworker, as well as the young person when they are of an appropriate age, and only collect information that is required in order to deliver our activities effectively and safely.

Visitors of all ages may navigate through our websites and social media and we encourage parents/guardians/carers/keyworkers to supervise and monitor their usage for safeguarding reasons. Where we offer any online service likely to be used by children, or promote use of online services delivered by others, we take children's needs into account when we decide what personal information that may be collected and how this is used, as required by the Data Use and Access Act 2025. Please see our safeguarding policy for further details.

Information We Process

We may process the following personal information about you:

1. Your title, full name (including former name or alias), gender, date of birth, pronouns;
2. Your contact information, address, telephone number(s), email address(es);
3. Your attendance at events and meetings, and any appointment/session/event bookings;
4. Your comments, feedback and responses on surveys, monitoring and evaluation forms you complete;
5. Your outside interests and memberships;
6. Your business and/or employment details, including positions, organisation, professional memberships and qualifications;
7. Your career highlights, experience and other lifetime achievements; Your CV;
8. Your financial information (including your bank/building society details/ invoices/ your tax number);
9. Information available through the media or the world wide web;
10. Copies of documents you provide to prove your age, identity or address, where required (for example, your passport and driver's licence or National ID Card and bills or statements for a DBS check);

11. Details of your online DBS update service number;
12. Other information you share with us.

Please note that items 6, 7, 8 and 11 primarily relate to people who are interested in working with us, who we currently employ or have previously employed, as well as people who volunteer for us and trainees undertaking work/shadowing placements.

Personal information we collect about you may also include "special categories" data, such as information about your racial or ethnic origin, religious or other beliefs, and physical or mental health. It may include your emergency contact details, medical and health information including medications that you are taking, your support/keyworker details, dietary requirement and emergency evacuation needs. Medical/health data is collected in order to manage risk and to help us provide appropriate and accessible activities. "Special categories" data is processed where:

a) you have provided it yourself (with your consent) on documentation or in discussion with our representatives;
b) where you have given permission for us to liaise with other professionals or partners to obtain this (for example, your key worker or GP);
c) where it is recorded for the purposes of assessing accessibility/support requirements arising as a result of a disability and to support inclusive practice;
d) where it is recorded for the purposes of monitoring equal opportunities, to understand our reach and engagement;
e) there is a contractual commitment to process this data and, therefore, processing is necessary to meet those contractual obligations;
f) where this information has already been made public;
g) processing is required by law.

Personal information we collect about you may also include data about criminal convictions or offences, where we have a lawful basis and legal or official authority for the processing of this data. Quench Arts C.I.C. process and record this data when we recruit and contract staff and freelancers to help deliver our activities, in order to ensure the safeguarding of our participants.

We process data about criminal convictions or offences where:

a) you have provided it yourself (with your consent) on documentation or in discussion with our representatives;
b) where you have given permission (your consent) for us to access your information via the online disclosure and barring service (DBS) database;
c) in our capacity as a user of any EBulk online DBS application systems (we currently use the service provided by Mencap, which is a registered body which provides an umbrella service to allow organisations to apply for Disclosure Barring Service (DBS) for their employees and volunteers)
d) where it is recorded for the purposes of fulfilling our child and vulnerable adult safeguarding duties and risk assessments;
e) there is a contractual commitment to process this data and, therefore, processing is necessary to meet those contractual obligations;
f) processing is required by law.

The Data Use and Access Act 2025 now allows organisations to set some types of cookies without having to get consent, such as those we may use to collect information for statistical purposes and to improve the functionality of your website. Whilst Quench Arts' websites and social media use cookies to improve the content and experience of website users these do not allow for us to identify you personally. More information on cookies can be found in Appendix 1.
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How We Use Your Data

Quench Arts' aim is to use the arts as a tool to achieve social change, covering 2 themes:

A) Developing high quality participatory music projects to make a positive difference to people's lives:
~ Nurturing artistic talent and progression in areas where opportunities may be limited
~ Engaging disadvantaged individuals and communities in positive activity to improve wellbeing, community cohesion and/or build transferable skills

B) Providing a support service to other organisations/ individuals wishing to develop their community arts practice:
~Improving the quality and quantity of provision of participatory music and arts activity across the West Midlands to benefit local communities

We collect personal information to enable us to deliver our services and to better understand our communities so that we can better meet need, identify gaps in provision/usage and improve our services.

We may process your personal information for the following purposes:

a) Administrative purposes:

1. To verify your identify and provide you with a personalised experience when dealing with Quench Arts;
2. Project/course/event applications and registration;
3. To keep a record of communications between us; and your attendance at sessions, events or meetings.
4. For safeguarding and risk assessment purposes (for example, freelance staff and volunteers undertaking DBS checks; participants' risk assessments to determine staffing support required)

b) Monitoring Purposes

1. To produce monitoring, evaluation and impact reports which are shared with our funders and partners:
    a. As a beneficiary of our programmes (e.g., a participant, trainee or audience member), unless you have given express permission, these reports (and any associated personal impact data) are anonymised when shared with organisations and individuals external to Quench Arts. We will always ask for written permission on the very rare occasion where we'd like to use a participant name to go alongside any impact reports or case studies, and you always have the right to decline.
    b. As someone delivering our work for us (e.g. staff, freelance artist/music leader/trainer) we are generally required by funders to name staff working on the projects they fund. Information shared is limited to the minimal information required, generally your name, a summary of your experience and any website details. Some funders ask to see CVs; some ask for confirmation of satisfactory DBS checks.

2. For documentation that we are required to produce by Companies House and HMRC, such as our annual community interest audit and our annual report.

The Data Use and Access Act 2025 gives organisations more freedom regarding research for both commercial and non-commercial activities. It allows us to reuse personal data for research purposes, provided appropriate safeguards are in place, and also enables us to seek 'broad consent' for research where purposes cannot be specifically identified at the outset, again aligned with ethical standards. It also allows for 'recognised legitimate interests', including security, health and research purposes. However, in all cases, this research must still adhere to high standards of data protection and privacy by design. In regards to Quench Arts' use of your data, though we use monitoring and evaluation data as part of our research practice to determine impact, there will be

very little change as we already collate data obtained through our different programmes to research overall organisational impact.

c) Research

1. We may carry out further data research independently or with third parties to help us assess need and demand for our programme of activities when developing fundraising applications. This may include collection and storage of additional information about you, in addition to the data which we already hold or that has been provided by you. You give this data on an 'opt-in' basis, by choosing to respond to surveys or questionnaires sent to you by post, email or social media. If you would like to opt-out of the above Research activities, please let us know. See 'How to Contact Us' below for further information.

As mentioned, the Data Use and Access Act 2025 gives organisations more freedom regarding research for both commercial and non-commercial activities. However, our organisational ethos and ethical practice means that we would only utilise this basis where it would help meet our mission and vision and benefit our current and potential stakeholders.

d) Communications

We may, from time to time, contact you by email, post or telephone to pursue the purposes mentioned above and in particular for the following reasons:

1. To keep you up to date with events and activities at Quench Arts C.I.C. and our partners;
2. To invite you to events which may be of interest to you;
3. To keep you up to date with other relevant information and opportunities, which we think may be of interest to you.

If we had already been contacting you via email or other channels before May 2018, and you engaged with the content, we will continue to contact you. The legal basis for this is legitimate interest. If we hadn't been contacting you prior to May 2018, then all unsolicited marketing communications from us will require us to obtain your consent, for example through an 'opt in' tick box or a question on an application form. We store this communications data for five years after your last interaction with us unless you withdraw consent. If you would like to opt-out of the above Communications, please let us know. See 'How to Contact Us' below for further information.

Who your information may be shared with

We may disclose your personal data to third parties who we are working in partnership with to deliver our activities and/or Government Agencies where we are required to do so by law.

The Data Use and Access Act 2025 provides a new 'recognised legitimate interests' basis for sharing personal information when protecting public security, responding to emergencies and when giving disclosures that help other organisations perform their public tasks. For example, it allows you to give personal information to organisations such as the police, without having to decide whether that organisation needs the information to perform its public tasks or functions. Instead, the organisation making the request is responsible for this decision.

Other than where we are required by law, in those 'recognised legitimate interests' given above related to public security preventing crime and safeguarding vulnerable people, we may also share your information in the following ways:

As a beneficiary of our programmes (e.g., a participant, trainee or audience member), your personal information is held on a secure internal database related to each project, which is password protected. Where we contract suppliers to support our work (i.e. freelance music

leaders, trainers and coordinators) we will share information necessary to enable them to do so effectively. All such suppliers will have signed a non-disclosure / confidentiality agreement with Quench Arts.

Quench Arts has a Dropbox server to support the sharing of information across our team. The Dropbox privacy policy can be viewed here: https://www.dropbox.com/privacy/
The Dropbox Cookie information can be viewed here: https://help.dropbox.com/security/cookies.
For some projects our team also use Google Drive to share information. Google Drive Privacy information can be found here: https://policies.google.com/privacy?hl=en-US#europeanrequirements
Both Dropbox and Google Drive process data relating to those using their services and staff/volunteers/service users using these site are advised to regularly review their privacy settings to ensure that they are aware of what data and information that they are sharing when both online and offline, and to exercise their right to control and/or restrict processing of any sensitive materials.

As someone delivering our work for us (e.g. staff, freelance artist/music leader/trainer), your personal information is held on a secure internal database which is password protected. We do not pass on your personal contact details to other individuals or organisations without your specific consent which is required for each individual request. As a requirement of our grant agreements and contract work, and in fundraising applications for our programmes, we may share work history details of staff involved in delivering such work, including biographies, CVs and website information, with your consent.

Your data will be kept securely on relevant Quench Arts' databases and on Google Forms and Eventbrite where applicable. Invoices, emergency contact details and similar information will be kept in the relevant folders on Quench Arts Executive Directors' password protected computers and on our Dropbox account. Your information will not be sold. It will not be shared with anyone who is not connected to Quench Arts and will only be used for the purposes for which you have given us explicit permission, or for research purposes allowable through The Data Use and Access Act 2025.

If you have signed up for one of our events via Eventbrite, your data will be processed by Eventbrite. Read Eventbrite's Privacy Policy to find out more.

If you have completed an online survey for us via Google Forms, your data will be processed by Google. Read Google's Privacy Policy to find out more here.

Quench Arts manages content on the following websites and social media:
www.quench-arts.co.uk
http://www.musicalconnections.info
https://soundcloud.com/quench_arts
https://www.facebook.com/MusConnections
https://www.facebook.com/quench.arts.3
https://twitter.com/quench_arts
https://twitter.com/MusConnections
https://www.youtube.com/channel/UC36A3flw3PkPMdz7CgDRddQ
https://www.instagram.com/Quench_Arts

A 'cookie' is a small piece of data (text file) that a website, when visited by a user, asks your browser to store on your device in order to remember information about you, such as your language preference or login information. The Data Use and Access Act 2025 allows organisations to set some types of cookies without having to get consent, such as those we may use to collect information for statistical purposes and improve the functionality of our website.

Quench Arts do not purposely set any cookies on our websites and social media, however third party cookies are used on the above sites and by the hosts of each site, including by Wix.com, which is a cloud based web development platform through which we have created the Quench Arts websites at www.quench-arts.co.uk and www.musicalconnections.info. Cookies are used to improve the content and experience of website users. Links to the privacy policies of each company, and more information on how to manage cookies can be found in Appendix 1.

If you have visited our websites, your data will have been processed by Wix.com. Their privacy policy can be read here: https://www.wix.com/about/privacy. For more detailed information about how Wix may use your data as our site visitor, please see Appendix 3.

Where personal data is processed by a third party, we take reasonable steps to ensure that the data is processed strictly according to our instructions, for the relevant purposes only and securely destroyed or returned upon completion/ termination. We take reasonable steps to ensure that third party processors are subject to written legal obligations in respect of data protection and the duty of confidentiality.

We do not sell or rent any personal information or data supplied by you. We may compile aggregate statistics and provide them to third parties, but we do not include personal information that identifies individual users.

Video Surveillance Technology/CCTV

We have considered the need for using video surveillance technology/CCTV at our venue base (within the Afro Caribbean Millennium Centre) and have decided it is necessary for:

- the prevention and detection of crime (such as theft of our assets)
- protecting the safety of individuals, including safeguarding our beneficiaries and staff
- the security of our premises
- investigating complaints, ensuring that everyone attending our venue and accessing our activities adheres to our code of conduct and organisational culture and ethos.

We first introduced video surveillance technology on site for insurance purposes through the Covid-19 pandemic and, having seen the benefits in regards to safeguarding, have continued with its usage for the above purposes. We will not use the system for any incompatible purposes and we conduct regular reviews of our use of video surveillance technology/CCTV to ensure that it is still necessary and proportionate.

We use video surveillance technology/CCTV in our base at the Afro-Caribbean Millennium Centre within the 2 rooms where project activity takes place and where the majority of our musical and technical assets are stored: our main group room and our studio. The cameras we use are Tapo C200 cameras which automatically capture video and audio content when there is any motion or sound in the room, whilst they are connected to the internet and electrical power supply. The cameras can be viewed live on a streaming basis when connected to the internet, but also record data onto an SD card within each camera. Recordings can be accessed retrospectively by the 2 Quench Arts Directors when needed, through the Tapo app and also via removal of the SD card. Once the memory on each SD card becomes full, the data is written over, with the oldest information being recorded over first.

There are visible signs in our rooms showing that CCTV (video and audio recording) is in operation. We have positioned cameras in a way to avoid any unintentional capture of corridor areas and individuals not visiting our sole-use rooms.

The data captured from our Tapo cameras is not processed in any way on a regular basis. However it is reviewed in specific circumstances, for example to review and consider any concerns regarding safeguarding, behaviour, code of conduct, or allegations of theft. In addition,

with the prior agreement and knowledge of staff, it is monitored live on a regular basis during sessions by Quench Arts' Executive Directors, for safeguarding and supervision reasons. Where necessary, and only in agreement with a Quench Arts Director, our staff are able to switch off the camera(s) by turning off the power supply but only when on site in a previously agreed personal capacity, and the camera should be turned on immediately afterwards to ensure protection continues for normal activities.

Our system produces clear images which we can easily disclose to authorised third parties. For example when law enforcement bodies (usually the police) require access to investigate a crime. Audio recordings made by the Tapo cameras can be variable in regards to quality, depending on the location of the person in the room, volume of speech and other sounds taking place but still provide useful information and context in additional to visuals for the purposes we've listed,

We ensure that the Tapo app we use, and any associated software, is secure and kept up-to-date with the latest patches by checking communications from the manufacturer.

We limit any continuous recording, and the possible intrusion of others, by only having the camera activate when the rooms are being used for Quench Arts' activity. Quench Arts Directors are able to select 'privacy mode' for each camera remotely where needed (in addition to the cameras being able to have their power supply turned off in person). When the cameras are recording and streaming content it is clear that they are doing so as a clear green light is displayed.

The 2 Quench Arts Executive Directors have access to the recorded video and audio via our Tapo account, whereby data from the SD cards can be viewed online. This recorded material is also accessible by removing the SD cards from each camera and installing these in a compatible reading device. Both cameras are located in locked, secure rooms at ACMC where only staff and identified keyholders of the venue have access outside of scheduled project sessions/meetings,

Our data controller knows how to respond to individuals making requests for copies of their own images, or for images to be erased or restricted and how to seek advice and guidance from the Information Commissioner's Office (ICO) if needed,

We do not use any Facial Recognition Technology to verify identities, nor do we process any persons special category biometric data.

The named individual who is responsible for the operation of our Tapo system is Nicola Briggs.

Artificial Intelligence (AI)

The Charity Excellence Framework defines AI as *"the ability of machines or software to perform tasks that would normally require human intelligence. AI systems can process data, learn from it, and make decisions or predictions based on that data. AI is a broad field that encompasses many different types of systems and approaches to machine intelligence, including rule-base AI, machine learning, neural networks, natural language processing and robotics."*

Quench Arts recognise the huge efficiency and innovation benefits that AI could bring to all aspects of our organisation, however there are significant challenges and risks that need to be considered and mitigated for when using such tools. AI can be a controversial topic but it is not new – we have all been benefitting from things like predictive text for many years! The use of AI tools like Chat GPT and Google Bard (now Google Gemini), Microsoft Copilot and others have been adopted by many professionals over the last few years in helping to create, edit and adapt content such as letters, marketing material and fundraising applications to appropriate audiences, with human input to refine content, and there are now hundreds of similar tools in use to assist content creation, generate images and music, summarise data, and even offer healthcare advice. Individuals and organisations need to carefully consider any impact on privacy, data protection and copyright infringement when using these tools. For example, any data inputted into systems

such as ChatGPT will likely then become source content for the system to learn from and incorporate into support and creations for other users of the tool. In addition, content created by these AI tools needs to be carefully considered as to whether it can definitively be viewed as being free from accusations of plagiarism or copyright infringement. More recently, AI has extended from something that people need to proactively engage with, to tools being automatically incorporated and working alongside internet browsers, email applications and websites. As a result we are aware that we need to create a new and specific policy regarding AI. However, the information below determines our stance and guidance as it stands in April 2026.

Provisions related to AI models have not been included in The Data Use and Access Act 2025 as the Secretary of State plans to introduce draft legislation containing proposals to provide transparency to copyright owners regarding the use of their copyright works as data inputs for AI models. However the Act does relax restrictions on the use of Automated Decision Making, enabling its use without procuring consent of the individual where special category data is not to be processed. However, even in this case the Act still requires safeguards be implemented such as transparency regarding the use of Automated Decision Making and allowing individuals to contest decisions and seek human review. As of April 2026, Quench Arts does not use any form of Automated Decision Making.

Quench Arts will:

- Ensure that all staff (payroll and freelance) know that sensitive data is not to be actively entered into any AI systems, tools or software. This includes and personal data relating to our participants or staff, as well as any commercially sensitive data or information that has been created by Quench Arts staff and team members.
- Ensure that staff know that they are required to opt out of and/or switch off data sharing when using any AI tools/software and/or Quench Arts IT equipment such as computers, tablets and smartphones, where this is given as an option and/or possible within programmes/tools/equipment needed to be used.
- Ensure that all staff (payroll and freelance) do not input any music or lyrics created from our projects into AI systems, tools or software as this creative content then has the potential to be used by others and intellectual property/copyright may not be respected (see guidance below).
- Take an extremely cautious approach to use of AI when using tools/software to assist with the creation of new resources, music, lyrics or images for use on Quench Arts projects or in our work (including marketing materials and written content), even if just used for initial source material and inspiration (see guidance below). If AI is used, our staff should ensure that they can complete and document an audit trail of any source material and fully satisfy themselves that
    - a) there are appropriate permissions for AI use of any content inputted as source material
    - b) any content generated does not infringe on copyright law or intellectual property or else they open themselves and Quench Arts up to liability.
- Undertake a Data Protection Impact Assessment (DPIA) before proactively incorporating any AI tools into our work, processes and procedures.
- If or when we do introduce AI we will, wherever reasonably possible:
    - Consult with our Quench Arts Advisory Board to gain their feedback on our plans and any mitigations
    - Use accurate, fair and representative data sets to ensure these are inclusive
    - Not include personal data in data sets, or at least pseudo anonymise such data (with codes or reference numbers, for example)
    - Update this Privacy Policy to ensure that our stakeholders know when their data is being used by AI, why we have chosen to use AI for this purpose, whether AI is making decisions about them and what these decisions are; whether (and, if so, how) they can challenge any decisions that AI is making.

Quench Arts is aware of the ICO guidance on AI and data protection and are working to adapt all our policies and procedures to consider the implications and benefits of AI. The use of AI in the voluntary and community sector is becoming much more prevalent and we are aware that we need to adapt and change to balance the advantages with any risks but we will always be open and transparent in how we use AI in our work. This is a big task in a swiftly changing sector. As such we recognise that we may need to adapt this policy on a more regular basis if and when we adopt such tools.

In regards to the use of AI in music, this can take place in many forms. AI can create and generate music, master music and analyse music. It can create musical accompaniments to human performers and assist with tasks such as autotune. Whilst the uses of AI in music are exciting, the risks to those employed in the sector and those involved in creating music are significant, both in terms of impact on future work (with AI taking over human roles/tasks) and IP/copyright infringement of work created (both in relation to people having their copyright infringed and also in accidentally or intentionally infringing on the rights of others through the use of AI). We suggest that all our music leaders keep up to date with briefings from relevant bodies such as the Musician Union and PRS.

Quench Arts agree with the UK Music policy position and expect our staff to abide by this:

1. **Creators' choice:** The creator, or their chosen rights holder, should be able to decide if and how they want to use their creative talent. This certainty underpinned by legal rights (copyright) should not be undermined by any exception to copyright or compulsory licensing during the input stage. Users need to respect creator's choice as baseline for any discussions.
2. **Record keeping:** It is important that in the input stage, the tech providers keep an auditable record of the music ingested before the algorithm generates new music. This is the only point in the process when these data points can be documented.
3. **Human creativity**: Without human creativity there should be no copyright.
4. **Labelling:** Music generated by AI should be labelled as such.
5. **Protection of personality rights:** A new personality right should be created to protect the personality/image of songwriters and artists.

Credit: ***https://www.ukmusic.org***

See: ***https://www.ukmusic.org/research-reports/appg-on-music-report-on-ai-and-music-2024/***

The full document entitled the 'UK Music Policy Position Paper on Artificial Intelligence (July 2023) can be read here:

https://www.ukmusic.org/wp-content/uploads/2023/07/UK-Music-Policy-Position-Paper-on-Artificial-Intelligence.pdf

We also agree with the guiding principles that PRS has published through which is will work to influence global policy decisions:

1. **Protection of human creativity** - Music is an expression of human emotion, a record of our shared lived experience. Songwriters and composers are at the core of all great music. PRS for Music is committed to championing human creativity, including by ensuring creators are paid and credited whenever and wherever their works are used.
2. **Choice** - Authorisation is the central pillar of copyright and must be protected. Rightsholders should always have the right to decide whether their works are used, including by AI systems. Music is not data; it should not be mined for others' benefit.

3. **Transparency** – Auditability and transparency must be enshrined in the development of all AI systems. AI-generated content should be clearly labelled as such, for everyone to see.
4. **Global cooperation** – PRS for Music will work with its partners around the world to secure an enforceable regulatory framework for AI companies, one which holds them accountable for their actions.

Reference: https://www.prsformusic.com/m-magazine/news/prs-for-music-announces-ai-principles

We plan to formulate our own stance and further guidance as we develop our organisational AI policy, as it has relevance.

Retention of Data

We may retain your personal information for the duration of your involvement in our activities and for a period of 5 years afterwards, or as long as necessary and in line with our statutory/ regulatory obligations where appropriate.

If you wish to request for any of your records to be removed from database, or would like to opt-out of any or all communications from Quench Arts C.I.C., please see 'How to Contact Us' and 'Rights of Data Subjects' below for further information.

Rights of Data Subjects

a) Right to be informed about what we do with your information

This Privacy Policy and any details we provide when we capture your personal information will keep you informed about how we will use this information.

b) Right to request a copy of your information

You can request a copy of your information which we hold (this is known as a data subject access request). If you would like a copy of some or all of it, please see Appendix 2.

c) Right to correct mistakes in your information

You can require us to correct any mistakes in your information which we hold free of charge. If you would like to do so, please write to us (see 'Contact Us' below) and provide us with enough information to identify you, as well as informing us of the information that is incorrect and what it should be replaced with.

d) Right to object to, or restrict, Quench Arts using your information

In certain circumstances (including where we use legitimate interests as set out below) you can ask us to stop processing your information or ask us to limit the ways in which we process this information. However, we can refuse a request in some cases. We will provide you with information explaining why we have refused your request if we do this.

e) Right to ask us to stop contacting you with direct marketing

If you would like stop receiving postal and/or email communications from Quench Arts, you can do so by emailing info@quench-arts.co.uk

f) Right to delete your personal information (unless we have a reason to keep it)

Some people call this the 'right to be forgotten'. Unless we have a reason for keeping your personal information (for example, where we need this to provide a service to you, to deal with an ongoing complaint, or for contractual reasons with funders/partners of work you have benefitted from) you can request for us to stop holding your personal information. If we need to hold onto your personal information we will tell you why we need to do this when we respond.

Lawful basis for processing

Quench Arts may rely on one or multiple grounds for processing your personal data including:

1. You have provided consent for the processing;
2. There is a contractual commitment to provide the services and, therefore, processing is necessary to meet those contractual obligations;
3. The information is available to the public at large; and/or
4. The processing is necessary for the purposes of legitimate interests of Quench Arts C.I.C. or other third parties and does not affect the fundamental rights and freedoms of the individuals concerned.

Consent

Where Quench Arts is using your personal information based on your express consent, you have the right to withdraw your consent at any time.

Legitimate Interests

If Quench Arts is relying on our legitimate interests to process your information, you have the right to object to us doing this in light of your individual circumstances. We will review this objection and, unless we consider that our legitimate interests override your rights, we will stop processing your information in this way.

How to Contact Us

Should you have any queries, suggestions or issues, or if you believe that your personal information is being handled in a manner which is contrary to statutory requirements, please do not hesitate to contact Quench Arts C.I.C. on 07716 362 478 via email to info@quench-arts.co.uk or you can write to us at FREEPOST QUENCH ARTS.

In Appendix 2 we detail how you can make a complaint about our handling of your personal information, with a link to a digital complaints form.

Revisions to the Privacy Policy

This is a living document. We may revise this privacy policy at any time in response to changes in the law or other factors. We encourage you to periodically visit our website regularly to review the most current policy, or obtain a copy by contacting us directly.

Appendix 1

Cookies

A cookie is a small piece of data (text file) that a website, when visited by a user, asks your browser to store on your device in order to remember information about you, such as your language preference or login information.

The Data Use and Access Act 2025 allows us to set some types of cookies without having to get consent, such as those we may use to collect information for statistical purposes and improve the functionality of our website (analytics), relaxing rules for low-risk, first-party cookies For all other cookies, law requires websites to ask for your consent before placing cookies in your browser, the software you use to surf the web.

Quench Arts uses Wix.com for our Quench Arts and Musical Connections websites *(www.quench-arts.co.uk and www.musicalconnections.info)*. We have a Cookie banner on our website which gives our site-visitors the opportunity to accept or decline non-essential cookies on our site. Wix uses cookies for important reasons, such as:

- To provide a great experience for visitors and customers.
- To identify registered members of our site.
- To monitor and analyse the performance, operation and effectiveness of the Wix platform.
- To ensure the Wix platform is secure and safe to use.

Wix also use third party cookies, which are cookies from a domain different than the domain of the website you are visiting, to track the number of visits to our sites, such as social media sites like Facebook and Soundcloud. More specifically, they use cookies and other tracking technologies for the following purposes:

- Assisting you in navigation;
- Assisting in registration to events, login, and the ability to provide feedback.

Quench Arts are able to access this data and process it, though we rarely do so. Exceptions are where we want to obtain statistics for content engagement (such as number of viewings/listens/downloads/site visits to track audience numbers, or where the data is essential to our work and interactions with you, for example, recording registrations to event bookings, recording sign up details to our ‘members area’, responding to any emails sent through the website (which includes accessing the related contact/email details).

In general, the cookies on our Wix websites are categorised as essential cookies, however the platform gives organisations the ability to add multiple components and third-party applications, so there are also other cookies in place.

Essential Wix Cookies

Cookie Name	Purpose	Duration	Cookie Type
XSRF-TOKEN	Cookie for fraud detection of calls	Session	Essential
hs	Security Cookie for Hive (legacy)	Session	Essential
svSession	Cookie for security, stability, and core site function	12 months	Essential
SSR-caching	Performance cookie for rendering	24 hours	Essential
TS*	Cookies for attack detection	Session	Essential
bSession	Used for system effectiveness measurement	24 hours	Essential
fedops.logger.sessionId	Tracking session errors and issues (resilience)	12 months	Essential
_wixAB3|*	Cookie for site experiments	6 months	Essential
server-session-bind	Cookie for API protection	Session	Essential
client-session-bind	Cookie for API protection	Session	Essential
oAuthState	Session cookie for identification	Session	Essential
wixSession	Cookie for security, stability, and core site function	12 months	Essential
sec-fetch-unsupported	Used to indicate browser limitations preventing the enabling of site security features	Session	Essential

Our website will also use cookies that aren't listed in the table above, depending on your permissions. For example, for third-party apps or third-party integrations (e.g. Google Analytics, Meta Ads). These apps and integrations may place additional cookies on your site. For example, we use the following cookies to embed our Instagram posts on our Quench Arts website:

Type	Name	Domain	Purpose	Necessity	Expiration period	Size	Http-only	Secure	SameSite
Necessary	POWR_PRODUCTION	.powr.io	Session tracking for POWr.io	Yes	9½ hours	269	✓	✓	None
	commentsUser	.powr.io	Session tracking for Comments App	Yes	Session	16		✓	None
	editables	.powr.io	Functional rendering of POWr Apps	Yes	Session	17		✓	None
Functional	powr_modal_*	.powr.io	Functional behavior for Popup App	Yes		23		✓	None
	__cfduid	.powr.io	Cloudflare functional for CDN	Yes	30 days	51	✓	✓	Lax
	ahoy_unique_*	.powr.io	Analytics measurement from POWr.io	Yes	9½ hours	24		✓	None
	ahoy_visit	.powr.io	Analytics measurement from POWr.io	Yes	30 days	46		✓	None
	ahoy_visitor	.powr.io	Analytics measurement from POWr.io	Yes	2 years	48		✓	None
	NID	.google.com	These cookies allow google websites to remember information that changes the way the site behaves or looks, such as your preferred language or the region you are in. A browser sends this NID cookie with requests to Google's sites.	No	180 days	178	✓	✓	None
	src	.powr.io	Analytics measurement from POWr.io	No	30 days	54		✓	None
	unique_id	.powr.io	Session tracking for POWr.io	Yes	Session	28		✓	None
	YSC	.youtube.com	YouTube session for YouTube videos	Yes	Session	14	✓	✓	None
Perfomance	_ga	.powr.io	Google Analytics Measument	Yes	2 years	29			
	_gat_powr	.powr.io	Google Analytics Measument	Yes	< 70 seconds	10			
	_gid	.powr.io	Google Analytics Measument	Yes	1 day	31			
	JSESSIONID	.nr-data.net	New Relic's perfomance monitor	Yes	Session	26		✓	None
	VISITOR_INFO1_LIVE	.youtube.com	YouTube session tracking for YouTube videos, measures bandwidth speed	Yes	180 days	29	✓	✓	None
Marketing	IDE	.doubleclick.net	Google's advertising cookies	No	2 years	67	✓	✓	None
	1P_JAR	.google.com	YouTube statistics on video embed for YouTube videos	Yes	30 days	17		✓	

For more info about Powr IO's Privacy Policy, see https://www.powr.io/privacy

We also have cookies associated to links to our Soundcloud page and YouTube content:

Soundcloud.com

- sc_anonymous_id

For more info about Soundcloud's Privacy Policy, see https://soundcloud.com/pages/privacy

tpa.wix.apps.net

fed.opps.logger.defaultOverrides

Youtube.com

- VISITOR_INFO1_LIVE
- VISITOR_PRIVACY_METADATA
- YSC
- _Secure-ROLLOUT_TOKEN
- NextId
- requests

For more info about YouTube's Privacy Policy, see https://support.google.com/youtube/answer/7671399?p=privacy_guidelines&hl=en&visit_id=1-636626742668866680-1231269510&rd=1.

In section 7 of their Privacy Policy, Wix states, *"Please note that we do not change our practices in response to a "Do Not Track" signal in the HTTP header from a browser or mobile application, however, most browsers allow you to control cookies, including whether or not to accept them and how to remove them. You may set most browsers to notify you if you receive a cookie, or you may choose to block cookies with your browser."*

Opting Out

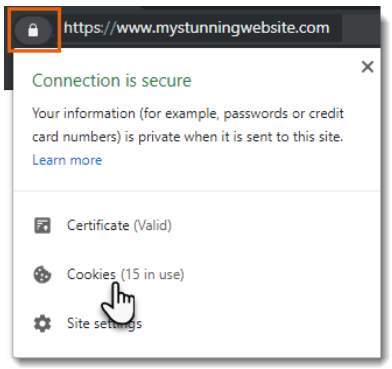
You can opt-out of non-essential cookies by clicking on the banner button when you open our websites. This may affect the performance of the websites and the pages you can access. Instructions how to delete or disable a cookie can be found here: https://www.digitaltrends.com/computing/how-to-delete-cookies/

The following links also explain how to access cookie settings in various browsers:

- Cookie settings in Firefox - https://www.firefox.com/en-GB/privacy/websites/cookie-settings/
- Cookie settings in Microsoft Edge - https://support.microsoft.com/en-us/windows/manage-cookies-in-microsoft-edge-view-allow-block-delete-and-use-168dab11-0753-043d-7c16-ede5947fc64d
- Cookie settings in Google Chrome - https://support.google.com/chrome/answer/95647
- Cookie settings in Safari (OS X) - https://support.apple.com/en-gb/guide/safari/sfri11471/mac
- Cookie settings in Safari (iOS) - https://support.apple.com/en-us/105082
- Cookie settings in Android https://support.google.com/chrome/answer/95647?co=GENIE.Platform%3DAndroid&hl=en&oco=0

Checking Your Cookies
You can check which cookies are used by each business solution, third-party app or third-party integration using Chrome's built-in cookie view. While in incognito mode, click the Secure icon next to your URL bar and then select Cookies.

Tip:
Make sure you're viewing the website in incognito mode so that your browser doesn't detect irrelevant cookies.



Secure icon shown in URL bar

Google Analytics (via wix.com)
Google Analytics gathers information allowing Wix to understand interactions with their websites and ultimately refine that experience to better serve us and you. For more information about the cookies that Google utilise, see: https://policies.google.com/technologies/cookies#types-of-cookies

To opt out of being tracked by Google Analytics across all websites, visit this link: http://tools.google.com/dlpage/gaoptout.

Appendix 2

Right of Access
Under General Data Protection Regulation, you have the right to access your personal data, commonly referred to as a 'data subject access request'. You can obtain the following from Quench Arts:

- confirmation that Quench Arts is processing your personal data;
- a copy of your personal data; and
- other supplementary information, including:
    - the purposes of our processing;
    - the categories of personal data concerned;

- the recipients or categories of recipient we disclose the personal data to;
- our retention period for storing the personal data or, where this is not possible, our criteria for determining how long we will store it;
- information about the source of the data, where it was not obtained directly from you;
- the existence of automated decision-making (including profiling); and
- the safeguards we provide if we transfer personal data to a third country or international organisation.
- the existence of your right to request rectification, erasure or restriction or to object to such processing;

Most of this information is already provided in this Privacy Policy.

You can have the right to request that incorrect information is corrected. You also that the right to request erasure or restriction or to object to such processing.

You are only entitled to your own personal data. This does not include information relating to other people, unless you are acting on behalf of that person. If you are acting on behalf of someone else then you will need to provide evidence that you are entitled to act on behalf of the individual, for example with written authority to make the request or through a more general power of attorney. If the request does not relate to personal information, then it may be a request under the Freedom of Information Act 2000.

Please note that The Data Use and Access Act 2025 seeks to address certain challenges posed by data subject access requests to organisations. As such, you are only entitled to information resulting from a 'reasonable and proportionate' search by Quench Arts (or any other organisation), to help reduce the cost and administrative burden on businesses of fulfilling such requests.

How to Make a Request

Though you can make an initial 'data subject access request' verbally or in writing, we will always request that you complete a subject access form, to ensure that we understand your request. We will email or post you a copy of the form, which you can complete electronically or by post. Please see Appendix 4.

If you have difficulties completing the form or making a written request, please contact us on 07716 362478 or info@quench-arts.co.uk and we will be happy to help you.

What will I receive?

If you are/have been a project member, volunteer, member of staff or freelancer employed, or previously employed, by Quench Arts and have requested to see your information, you will be invited to our offices to view your file and associated data.

If you have requested data, depending on the volume of data, we may contact you and ask if it is more preferable for it to be supplied in electronic format, such as on a USB stick. Otherwise we will supply hard copies of data. There may be a restriction on the data you are provided. There are certain exemptions which mean we may not be able to disclose it to you. For example, we are unable to provide third party data or data which would affect a police investigation. If this is the case we will contact you and let you know the reasons why we are unable to provide the information.

If we do not hold any information we will confirm this in writing to you as a 'nil return'.

How long does it take?

In normal circumstances, Quench aims to respond to data subject access requests within **one month** from the day after receipt of the request. **Please note, the one month period begins from receipt of request, ID and any payment required**. Therefore it is suggested you send all

your documentation as early as you can to avoid any delay. Please note that The Data Use and Access Act 2025 enables businesses to extend the initial one-month period for responding by a further two months where it is deemed necessary by reason of the ‘complexity’ or ‘number’ of requests by a data subject.

Fee

In most cases we will not charge a fee to comply with a data subject access request. However, where the request is manifestly unfounded or excessive we may charge a ’reasonable fee‘ for the administrative costs of complying with the request. We will also charge a reasonable fee if you request further copies of your data.

Our fee for unfounded, excessive or repeat requests is £50 per half day which covers staff time in dealing with such requests. We will provide written justification of our reason for charging a fee. We do not need to comply with the request until we have received the fee.

Identification

We require two types of ID - one photographic, such as a copy of a driving licence or passport and another which shows your current address, such as a utility bill, etc. Please send or email copies of these documents with your request to FREEPOST QUENCH ARTS or info@quench-arts.co.uk. We require this identification to be certain we are releasing data to the correct person.

Refusal

We can refuse a subject access request if it is manifestly unfounded or excessive, taking into account whether the request is repetitive in nature. In such cases we will provide written justification for our refusal.

What can I do if I am unhappy with the response?

If you are unhappy with the subject access response, please let us know. You can contact us in writing via email (info@quench-arts.co.uk) or in writing to: FREEPOST QUENCH ARTS. You can also complete an electronic complaints form using this link:
https://tinyurl.com/QuenchDataComplaint

If you prefer to write or email your complaint, a template is given below. You can post this free of charge to FREEPOST QUENCH ARTS or email it to nic@quench-arts.co.uk.

Data Protection Complaints Letter/Email Template:

[Your full name]
[Your full address]
[Your phone number]
[Your email]
[The date]

To Nicola Briggs, Data Controller
Quench Arts CIC
FREEPOST QUENCH ARTS

Dear Nicola

Data Protection Complaint

I am concerned that you have not handled personal information properly.

[Give details of your complaint, explaining clearly and simply what has happened and, where appropriate, the effect it has had on you.]

I understand that before reporting my complaint to the Information Commissioner's Office (ICO) I should give you the chance to deal with it.

If, when I receive your response, I would still like to report my complaint to the ICO, I will give them a copy of it to consider.

You can find guidance on your obligations under information rights legislation on the ICO's website as well as information on their regulatory powers and the action they can take.

Please send a full response within 30 days. If you cannot respond within that timescale, please tell me when you will be able to respond.

If there is anything you would like to discuss, please contact me on the following number [add your telephone number] or email [add your email].
Yours faithfully

[add your signature]

Quench Arts are registered with the ICO (reference ZA927076, Tier 1). If you remain unsatisfied with our response, please contact the information commissioner. They can be contacted as follows: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Further details on the Information Commissioner and their role can be found on their website. www.ico.org.uk.
The following link explains how to make a complaint with them: https://ico.org.uk/make-a-complaint/data-protection-complaints/

Appendix 3:

Wix

Quench Arts uses Wix.com to provide our website. As a visitor to Quench Arts' website, Wix classes you as a 'User-of-Users' (e.g., Quench Arts uses their website creation features; you use our website). Wix's full privacy policy is available here:

https://www.wix.com/about/privacy

A summary of the elements of the Wix privacy policy relevant to people accessing the Quench Arts website is available below.

Summary (Section 6):

We may collect Personal Information pertaining to visitors and users of our User's websites or services, solely for and on our Users' (e.g., Quench Arts') behalf (as further described in Section 6 below).

Further Detail, as taken/summarised from Wix's Policy:
(Section 6 of their privacy policy):
Wix may collect, store and process certain Personal Information of Users-of-Users, solely on their Users' (e.g. Quench Arts') behalf and at their direction. For example, each of their Users (such as Quench Arts) is able to import their email contacts from third-party services like Gmail, or otherwise collect and manage contacts via their User Website. Such contacts are then stored with Wix, on the User's (e.g. Quench Arts') behalf. For such purposes, Wix serves and shall be considered as a "Processor" and not as the "Controller" (as both such capitalized terms are defined in the European Union General Data Protection Regulation ("GDPR")) of such Users-of-Users Information.

The Users (such as Quench Arts) controlling and operating such User Websites shall be considered as the "Controllers" of such Users-of-Users Information, and are responsible for complying with all laws and regulations that may apply to the collection and control of such Users-of-Users Information, including all privacy and data protection laws of all relevant jurisdictions.

The Processing of the Users-of-users' Personal Information shall take place within the territory of the European Union, Israel or a third country, territory or one or more specified sectors within that third country of which the European Commission has decided that it ensures an adequate level of protection and such processing and transfer will be in accordance to the Data Processing Addendum – Users ("DPA"). Any transfer to and Processing in a third country outside the European Union that does not ensure an adequate level of protection according to the European Commission, shall be conducted under an approved transfer mechanism, as detailed in the DPA.

Quench Arts is responsible for the security, integrity and authorized usage of Personal Information about Users-of-Users', and for obtaining consents, permissions and providing any required data subject rights and fair processing notices required for the collection and usage of such Personal Information.

Wix cannot provide legal advice to Users (Quench Arts) or their Users-of-Users (website visitors), however we do recommend that all Users (like Quench Arts) publish and maintain clear and comprehensive privacy policies on their User Websites in accordance with any applicable laws and regulations, and that all Users-of-Users carefully read those policies and make sure that they understand and, to the extent required by applicable law, consent to them.

For more information on how Users-of-Users Personal Information may be handled by Wix (which may be relevant for any specific notice Quench Arts provide to and/or consent obtained from your Users-of-Users), please see Sections 4, 12 and 13.

If you are a visitor, user or customer of any of our Users (such as Quench Arts), please read the following:
Wix has no direct relationship with Users-of-Users whose Personal Information it processes. If you are a visitor, user or customer of any of our Users, and would like to make any requests or queries regarding your Personal Information, please contact such User(s) directly. For example, if you wish to request to access, correct, amend, or delete inaccurate Personal Information processed by Wix on behalf of its Users, please direct your query to the relevant User (who is the "Controller" of such data – in this case Quench Arts). If Wix is requested by our Users (such as Quench Arts) to remove any Users-of-Users' Personal Information, we will respond to such requests in a timely manner upon verification and in accordance with applicable law (for example, thirty (30) days under the GDPR). Unless otherwise instructed by our User, we will retain their Users-of-Users' Personal Information for the period set forth in Section 12 below.

Section 11: Data Retention
Wix may retain User Personal Information (as well as your Users-of-Users' Personal Information) for as long as our User Account is active, as indicated in their Privacy Policy, or as otherwise needed to provide us with their Services.

Wix may continue to retain our Personal Information after Quench Arts deactivate our User Account and/or cease to use any particular Services, as reasonably necessary to comply with their legal obligations, to resolve disputes regarding Users or Users-of-Users, prevent fraud and abuse, enforce agreements and/or protect their legitimate interests.

To determine the appropriate retention period for Personal Information, Wix consider the amount, nature, and sensitivity of such data, the potential risk of harm from unauthorized use or disclosure of such data, the purposes for which they process it, and the applicable legal requirements.

Section 12: Security
Wix has implemented security measures designed to protect the Personal Information we share with them, including physical, electronic and procedural measures. Among other things, they offer HTTPS secure access to most areas on their Services; the transmission of sensitive payment information (such as a credit card number) through their designated purchase forms is protected by an industry standard SSL/TLS encrypted connection; and they regularly maintain a PCI DSS (Payment Card Industry Data Security Standards) certification. They also regularly monitor their systems for possible vulnerabilities and attacks, and regularly seek new ways and Third Party Services for further enhancing the security of their Services and protection of our Visitors' and Users' privacy.

Regardless of the measures and efforts taken by Wix, they cannot and do not guarantee the absolute protection and security of our Personal Information, Users-of-Users' Personal Information or any other information we upload, publish or otherwise share with Wix or anyone else. Wix encourage Quench Arts to set strong passwords for our User Account and User Website, and avoid providing us or anyone with any sensitive Personal Information of which we believe its disclosure could cause substantial or irreparable harm.

Section 13: Third Party Websites
Our Services may contain links to other websites or services. We are not responsible for such websites' or services' privacy practices. We encourage you to be aware when you leave our Services and to read the privacy statements of each and every website and service you visit before providing your Personal Information. This Privacy Policy does not apply to such linked third party websites and services.

15. Public Forums and User Content
Wix Services offer publicly accessible blogs, communities and support forums. Please be aware that any Personal Information you provide in any such areas may be read, collected, and used by others who access them. To request removal of your Personal Information from our blogs, communities or forums, feel free to contact us here. In some cases, we may not be able to remove your Personal Information from such areas. For example, if you use a third party application to post a comment (e.g., the Facebook social plugin application) while logged in to your related profile with such third party, you must login into such application or contact its provider if you want to remove the Personal Information you posted on that platform.

In any event, Wix advise against posting any Personal Information (via any means) you don't wish to publicize.

If you upload any user content to your User Account or post it on your User Website and provide it in any other way as part of the use of any Service, you do so at your own risk.

Wix have put adequate security measures in place to protect our Personal Information. However, they cannot control the actions of other Users or members of the public who may access our User Content, and are not responsible for the circumvention of any privacy settings or security measures we or they may have placed on our User Website (including, for instance, password-protected areas on your User Website). Users understand and acknowledge that, even after its removal by you or us, copies of User Content may remain viewable in cached and archived pages or if any third parties (including any of our Users-of-Users) have copied or stored such User Content. **To clarify, we advise against uploading or posting any information you do not wish to be public.**

Appendix 4:

Ask for copies of your data

You have the right to ask for copies of your personal data we store and use. This is your right of access, also known as making a subject access request or SAR. We'll normally respond at the latest within one calendar month of receiving your request. There may be times where we need longer or we may need to charge a reasonable fee for admin costs. We'll let you know if this is the case.

You don't have to use this form to ask for copies of your data, but it's helpful for us to know what you're looking for so we can respond fully and promptly.

Please send your completed form to us using the contact details at the bottom of the page.

You can read more about your right of access by visiting: https://ico.org.uk/your-data-matters/your-right-to-get-copies-of-your-data/

1. Who's making this request?

We're asking for your contact details so we can send your response and discuss your request with you (if needed). You only need to give us relevant details. For example, you only need to give us your postal address if you'd like us to respond by post or if you think it would help us identify you. We may ask you for proof of ID if we feel it's reasonable and proportionate. The timescale for responding to your request will start when we receive this.

Your name	Contact number	Email address

Postal address

Are you making this request on behalf of someone else?

☐ **Yes**

☐ **No (Please move to section three)**

2. Please provide contact details of the person you are making the request for.

If you're making the request on behalf of someone else, we need to know who they are and their contact details in case we need to get in touch.

Name of other person	**Contact number**	**Email address**

Postal address

Other contact information for the person you are making the request for

You also need to give us proof of your authority to act on their behalf. For example, this could be written authorisation from them or a relevant power of attorney.

Please send proof of authority together with this form when you make your request.

☐ Yes, I've got proof of my authority to act on someone else's behalf and I'll include it with my form. (Please move to section four.)

☐ No, I haven't got any proof of authority yet, but will send it at a later date. I understand you can't action my request until you receive this information.

3. How would you like us to respond to you?

We'll try and respond to you in the way that suits you. Please let us know if you need us to make any adjustments for you e.g. large font.

☐ **Email** ☐ **Post** ☐ **Other (please specify)**

4. What personal data are you requesting?

If you know exactly what personal data you're looking for, it's helpful if you let us know.

For example, we could search for this using a particular word or phrase.

Briefly describe your request

5. Is there a date range of the personal data you're asking for?

It's helpful if you're as specific as possible about your request.

Date from

Date to

6. Can you tell us anything else to help us with our search?

If there's anything else of relevance you can tell us to help us identify you or the data you're requesting, please include this here. For example, any aliases, date of birth, project name or setting name.

Further information to help us find the data you need

Thank you. We'll be in touch. If you'd like more information about how we use your data, have a look at our Privacy Policy.