

# Art School Plus Limited Privacy Policy

28 April 2023

## Our contact details

Name: Art School Plus Limited

Address: 17 Rowan House, Maitland Park Road, London, NW3 2EY

Phone Number: 07508 753033

E-mail: [hello@artsp.org](mailto:hello@artsp.org)

## The type of personal information we collect

We currently collect and process the following information:

- Contact e-mail (for newsletter subscribers)
- For applicants, we also hold:
  - Name;
  - Nominator's email;
  - Gender identity and sexuality;
  - Date of birth;
  - Ethnicity;
  - Disability details;
  - Level of personal and family qualifications;
  - Financing information;

## How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- For the purposes of processing your application to Art School Plus
- For the purposes of contacting you about our activities through our newsletter

**(a) Your consent.** You have given clear consent for Art School Plus to process their personal data for the purposes above. **You are able to remove your consent at any time. You can do this by contacting [hello@artsp.org](mailto:hello@artsp.org)**

## How we store your personal information

Your information is securely stored.

We keep email information for as long as the user is subscribed to our newsletter. We will then dispose of your information by deleting your details from our systems.

For the applications we keep the name, nominator's email, gender identity and sexuality, date of birth, ethnicity, disability details, level of personal and family qualifications and financing information for three years. We will then dispose of your information by deleting your details from our systems.

## Your data protection rights

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at [hello@artsp.org](mailto:hello@artsp.org) if you wish to make a request.

## **How to complain**

If you have any concerns about our use of your personal information, you can make a complaint to us at [hello@artsp.org](mailto:hello@artsp.org)

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>