



## Privacy Notice

Date of Issue: 1<sup>st</sup> January 2026

Next Review Date: 1<sup>st</sup> January 2027

Approved by: Directors of artspace

### 1. Introduction

artspace is committed to protecting your personal information and respecting your privacy.

This Privacy Notice explains how we collect, use, store and protect personal data when you interact with us, for example, when you enquire about, book or take part in an artspace creative workshop.

artspace is a partnership of two HCPC-registered art psychotherapists who provide art therapy informed creative workshops for organisations and teams. While our sessions draw on clinical expertise, they are not therapy, and we only collect information necessary to deliver our services safely, effectively and professionally.

### 2. Who We Are

artspace

Email: [hello@artspacearttherapy.co.uk](mailto:hello@artspacearttherapy.co.uk)

Website: [artspacearttherapy.co.uk](http://artspacearttherapy.co.uk)

Data Controllers: Sarah Edmonds and Karen Wilson

artspace's data controllers are responsible for deciding how your personal data is used and ensuring it is handled lawfully.

### 3. What Information We Collect

We only collect the information necessary for the safe and effective delivery of our services. This may include:

#### 3.1 From Organisations (Clients)

- Contact details of the person commissioning or liaising with artspace (eg name, email, phone number, job title)
- Organisational information (eg company name, address, invoice details)
- Participant lists (names, work emails or anonymised identifiers if preferred)
- Emergency contact procedures and safeguarding contact details, within the organisation

### 3.2 From Individual Participants

- Your name and email address, for facilitating the sharing of needed practical information
- Any voluntary information you share with us when booking or completing feedback
- Artwork or written reflections created during workshops (only retained if you choose to leave them behind)

We do not routinely collect sensitive personal data (such as health information) unless it is directly relevant to ensuring your wellbeing and participation in a session and you choose to share it.

### 4. How We Collect Information

We collect information in the following ways:

- When you or your organisation contact us via email, phone or through our website
- When you book or attend a workshop
- When you complete feedback or evaluation forms
- When you interact with us on professional networking or communication platforms (eg LinkedIn, Zoom, Eventbrite, Instagram)

### 5. How We Use Your Information

We use your information to:

- Communicate with you about bookings and creative workshop logistics
- Deliver workshops safely and effectively
- Respond to enquiries or feedback
- Administer invoices and contractual obligations
- Meet our legal, regulatory and insurance requirements
- Evaluate and improve our services

We will never sell or share your personal data with third parties for marketing purposes.

### 6. Legal Basis for Processing

We process personal data under the following lawful bases (as defined by UK GDPR):

- Contract: to fulfil our agreement with you or your organisation
- Legitimate Interests: to maintain business operations and ensure the quality of our service
- Legal Obligation: to meet accounting, insurance and professional regulatory requirements
- Consent: where you have given us clear permission (for example, to use a testimonial, photograph or feedback quote)

### 7. How We Store and Protect Your Information

- All electronic records are stored on password-protected, encrypted devices or secure cloud systems
- Email accounts are secured with multi-factor authentication
- Paper records (if any) are stored securely and disposed of confidentially
- Only authorised artspace personnel have access to personal data

- Data is retained only as long as necessary for the purpose it was collected

## **8. Data Retention**

We retain data according to the following general timeframes:

- Workshop participant lists and attendance records: up to 12 months after delivery (for evaluation and follow-up)
- Invoicing and financial records: 7 years (as required by HMRC)
- Email correspondence: up to 2 years, unless a longer retention is required for contractual or legal reasons

After these periods, data is securely deleted or destroyed.

## **9. Sharing Information with Others**

We may share limited information with:

- The client organisation (eg attendance summaries or anonymised feedback)
- Our professional insurers or legal advisors (only if necessary)
- Statutory or regulatory bodies (only if legally required)

We do not share personal information outside the UK without ensuring appropriate safeguards are in place.

## **10. Your Rights**

You have the right to:

- Request access to the data we hold about you
- Ask for corrections to inaccurate or incomplete information
- Request deletion of your data where appropriate
- Object to processing based on legitimate interests
- Withdraw consent at any time (where consent is the lawful basis)
- Lodge a complaint with the Information Commissioner's Office (ICO) if you are concerned about how your data has been handled

For more information, visit: [www.ico.org.uk](http://www.ico.org.uk)

## **11. Use of Images and Artwork**

- We will only use photographs, quotes or creative outputs from workshops for publicity or evaluation if explicit written consent is obtained
- Participants are free to decline without any impact on their involvement
- Where images are used, they will never be accompanied by identifying information without consent

## **12. Online Creative Workshops**

When creative workshops are held online:

- The client organisation is responsible for maintaining up-to-date contact details for participants
- artspace does not collect personal data beyond names and email addresses (unless participants voluntarily share additional information)
- Online sessions are not recorded, unless agreed in writing for specific training purposes with all participants' consent

### **13. Changes to This Privacy Notice**

This notice will be reviewed annually or updated as needed to reflect changes in data protection legislation or artspace operations.

The most current version will always be available on our website or upon request.

### **14. Contact**

If you have questions or wish to exercise your data rights please contact:

artspace Data Protection Leads: Sarah Edmonds and Karen Wilson

Email: [hello@artspacearttherapy.co.uk](mailto:hello@artspacearttherapy.co.uk)