



# **IN SESSION FKA GRADJOB**

## **GDPR POLICY 2021/22**

In Session FKA GRADJOB are committed to storing and processing your personal data safely and being transparent about all our privacy practices. This privacy policy explains the types of personal data we may collect about you when you become involved with In Session. It tells you what our lawful bases are for processing this data, which justify why and how we collect the data. It also explains how we will store and handle that data, and keep it safe.

All personal data is held and processed by In Session in accordance with the General Data Protection Regulation 2018.

### **What are your rights over your personal data?**

You have the right to:

- Request access to the personal data we hold about you.
- Request copies of the personal data we hold about you in order to transmit this information to another service provider.
- Request the correction of your personal data when incorrect, out of date or incomplete.
- Withdraw your consent from any consent-based processing of your personal data.
- Object to any processing of your personal data that has its basis in legitimate interest.
- Challenge the accuracy or lawful basis of the processing of your data and request a temporary restriction of this processing.

- Request the deletion of all the personal data that we hold about you and an end to the processing of this data. Please note that we may be required to store some of your personal data after this request to comply with our legal obligations.

To act on any of these rights, please contact In Session FKA GRADJOB at [gradjobprogramme@gmail.com](mailto:gradjobprogramme@gmail.com)

## **What data do we collect?**

If you book to attend an event hosted by In Session, we may ask you for: your name, address, email address, and phone number.

If you attend an event, we may take photographs and/or video footage. When we are taking photographs/video for potential use in promotional materials in which you can be identified, we will do this only with your permission and you are under no obligation to provide this. If you sign a permissions form, we will ask for your name, your signature and the first half of your postcode.

At the end of an event, we may ask you to complete an anonymous Equal Opportunities Monitoring and Feedback Form. You are under no obligation to complete this. The information we ask for includes: your age, postcode, event attended, event feedback, gender identity, sexuality, information on health conditions or disabilities, ethnicity, and religious identity. This information is provided and processed anonymously.

We process your booking information by contractual obligation. We process the information you provide as part of your photography permissions with your consent. We process your sensitive data with your consent and for equal opportunities monitoring.

## **How and why do we use your personal data?**

If we take photographs/video documentation at events, this will form part of our growing archive which records In Session's activities, projects and programmes. If you have given your permission for a photograph/video to be taken where you can be identified, it may be used in promotional content, such as in our printed material, social media, website or in outreach presentations.

If you sign our photography/video permissions form, we will use this to record which photos/videos we can use in promotional material, and to record attendance for events.

If you complete an Equal Opportunities and Monitoring Form, we will use this information to reflect on feedback provided so that we can improve, develop as an organisation and respond to attendees suggestions and comments. We also use the information to reflect on the diversity of our audience, to develop our work and engagement in line with our Equality, Diversity and Inclusivity Policy and Action Plan, and for reporting purposes.

## **How we protect your personal data**

We ensure that your privacy is respected at all times in line with our policies and procedures. All information that you provide is confidential, and your data is stored securely.

We store photographs/videos securely on password-protected hard drives and computers, and only use photographs/videos (if they show identifiable persons) in promotional material where permissions have been provided. We store photography/video permissions forms securely.

## **How long will we keep your personal data?**

We retain your personal data (name, email, first half of postcode) for our records in order for In Session to learn about our audience so that we can improve our programme in line with our values and Development Strategy. We may also use this information to report to our funders or in funding applications, but in these instances it will be anonymised. You can ask us to delete this information at any time by getting in touch with us. Otherwise this information will be stored securely and deleted after a period of two years.

Photographs/videos from events are integral to the growth of In Session. As such, we retain all photography/video permissions as part of our records. This information includes a name, signature and the first half of a postcode. Photos and videos will be kept in our archive indefinitely and release permissions will be kept digitally for a period of three years.

As part of our commitment to equality and diversity and initiatives we will at times conduct equal opportunities feedback. The Equal Opportunities and Feedback information is provided, processed and stored anonymously, and forms a key element in how we develop as an organisation in line with our values. We retain this data for our own records, reflection, development and reporting. This information will be deleted after a period of two years.

## **Who do we share your personal data with?**

In some instances, we may share photographs/videos with external press for use in publicity. We also share photographs/video in our own promotional material, such as printed brochures, flyers, presentations and on our website. You can withdraw your photography/video permissions for specific photographs/video footage at any time.

We may share photography/video permissions sheets (which show your name and first half of your postcode) and anonymous Equal Opportunities and Feedback Forms with Partner organisations known to you when delivering joint projects. We will not share your contact details with other organisations without your individual request or agreement. We do not share your personal data with any other third parties.

## Marketing

We would like to send you information about our programme, events and activities and those of our partner organisations:

- Cooper Gallery
- Edinburgh Sculpture Workshop
- EMBASSY Gallery
- Rhubaba Gallery and Studios
- Transmission Gallery

If you have agreed to receive marketing, you may always opt out at a later date.

You have the right at any time to stop In Session from contacting you for marketing purposes.

Your data is treated confidentially and we will not share it with our partners or any third parties.

If you no longer wish to be contacted for marketing purposes, please get in touch at:

[gradjobprogramme@gmail.com](mailto:gradjobprogramme@gmail.com)

## What are your data protection rights?

In Session would like to make sure you are fully aware of all of your data protection rights. Every user is entitled to the following:

**The right to access** – You have the right to contact In Session to request copies of your personal data. We may charge you a small fee for this service.

**The right to rectification** – You have the right to request that In Session correct any information you believe is inaccurate. You also have the right to request In Session to complete the information you believe is incomplete.

**The right to erasure** – You have the right to request that In Session erase your personal data, under certain conditions.

**The right to restrict processing** – You have the right to request that In Session restrict the processing of your personal data, under certain conditions.

**The right to object to processing** – You have the right to object to In Session's processing of your personal data, under certain conditions.

**The right to data portability** – You have the right to request that In Session transfer the data that we have collected to another organization, or directly to you, under certain conditions.

If you make a request, we have one month to respond to you. If you would like to exercise any of these rights, please contact us at our email: [gradjobprogramme@gmail.com](mailto:gradjobprogramme@gmail.com)

## **Digital Events**

If you attend an online event, we may record the event. If we are intending to record either the audio or the video of the event, we will tell you before and again at the beginning of the event. You can attend with your video and sound turned off if you do not wish to be recorded.

In the instance that you attend an online event, this will be hosted by Zoom. You can find Zoom's Privacy Policy here: <https://zoom.us/privacy>. Please note that Zoom states that "We do not monitor them or even store them after your meeting is done unless we are requested to record and store them by the meeting host."

At the end of an event, we may ask you to complete an anonymous digital Equal Opportunities Monitoring and Feedback Form. This form is hosted by Google. You are under no obligation to complete this. The information we ask for includes: your age, postcode, event attended, event feedback, gender identity, sexuality, information on health conditions or disabilities, ethnicity, and religious identity. This information is provided and processed anonymously.

We process your booking information by contractual obligation. We process the information you provide as part of your video/audio permissions with your consent. We process your sensitive data with your consent and for equal opportunities monitoring.

## **Cookies**

Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. When you visit our websites, we may collect information from you automatically through cookies or similar technology

For further information, visit [allaboutcookies.org](http://allaboutcookies.org).

## **How do we use cookies?**

In Session uses cookies to understand how you use our website in order to improve your user experience.

## **What types of cookies do we use?**

Our website uses functionality cookies so that we recognize you on our website and remember your previously selected preferences. These could include what language you prefer and location you are in. A mix of first-party and third-party cookies are used.

## **How to manage cookies**

You can set your browser not to accept cookies, and the above website tells you how to remove cookies from your browser. However, in a few cases, some of our website features may not function as a result.

## **Privacy Policies of other websites**

The In Session website contains links to other websites. Our Privacy Policy applies only to our website, so if you click on a link to another website, you should read their Privacy Policy.

## **Changes to our Privacy Policy**

In Session keeps its Privacy Policy under regular review and places any updates on our web page. This Privacy Policy was last updated on 06 February 2021.

## **How to contact us**

If you have any questions about In Session's Privacy Policy, the data we hold on you, or you would like to exercise one of your data protection rights, please do not hesitate to email us at:

[gradjobprogramme@gmail.com](mailto:gradjobprogramme@gmail.com)

## **How to contact the appropriate authority**

Should you wish to report a complaint or if you feel that In Session has not addressed your concern in a satisfactory manner, you may contact the Information Commissioner's Office.

The Information Commissioner's Office – Scotland

Queen Elizabeth House,

Sibbald Walk,

Edinburgh,

EH8 8FT.

Telephone: 0303 123 1115

Email: [Scotland@ico.org.uk](mailto:Scotland@ico.org.uk)