



DG Unlimited – Data Protection and GDPR Policy

1. Introduction

DG Unlimited (DGU) is committed to protecting the personal data of everyone we work with. We collect, store and use personal data in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and other relevant laws and guidance.

2. Purpose of this Policy

This policy sets out how we manage personal data, what data we collect, how we use it, and how we protect it. It applies to all DGU trustees, staff, members, contractors, freelancers, and volunteers.

3. Legal Basis for Processing

We process personal data under the following lawful bases:

- Consent (e.g. for mailing lists, creative content or case studies)
- Contract (e.g. payment of fees or grants)
- Legal obligation (e.g. financial recordkeeping)
- Legitimate interests (e.g. evaluation or stakeholder engagement)

4. Types of Data We Collect

- Contact details (name, address, email, phone)
- Demographic information (age, gender, access needs – anonymised where possible)
- Bank details (for payment of fees or grants)
- Communication records (emails, forms, reports)
- Photographs or video (with consent)

5. How We Use Personal Data

We use personal data to:

- Communicate with our members, partners and participants
- Pay freelancers, artists and grant recipients
- Monitor and evaluate our programmes
- Meet funder reporting requirements
- Promote our work and the work of the creative sector (only with consent)



6. Data Sharing and Third Parties

We do not share personal data with third parties unless:

- We have your explicit consent
- It is required for contractual or legal reasons (e.g. funders, accountants)
- It is anonymised for evaluation purposes

7. Storing and Protecting Data

- Data is stored securely in password-protected systems
- Only authorised personnel have access
- Paper records are minimised and stored securely
- Data is not transferred outside the UK without appropriate safeguards

8. Retention of Data

We keep personal data only as long as necessary. For example:

- Financial records: 7 years
- Mailing lists: until consent is withdrawn
- Project data: for the length of the funding/reporting period, and then securely archived

9. Your Rights

You have the right to:

- Access your data
- Correct or delete your data
- Withdraw consent
- Object to processing
- Lodge a complaint with the Information Commissioner's Office (ICO)

10. Data Breaches

Any data breach will be reported to the Chair and ICO (if necessary) within 72 hours. All staff must report breaches immediately.

11. Data Controller

DG Unlimited is the data controller. For questions or concerns, please contact:

Email: comms.dgu@gmail.com

12. Review

This policy is reviewed annually or when regulations change.