



Deal Music & Arts Limited
Registered Charity No: 1100003
Registered Office: 49 Barton Mill Road, Canterbury CT1 1BP

Policy Document

1. **Data Protection Policy**
 2. **Equality and Diversity Policy**
 3. **Taking and Storing Images of Participants Policy**
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1. DATA PROTECTION POLICY

1. Introduction

This policy outlines Deal Music & Arts commitment to the General Data Protection Regulations (GDPR) 2018.

2. What personal information does Deal Music & Arts hold?

Deal Music & Arts activities require us to hold basic contact details of members of our Friends and Supporters organisation, participants in our education programmes and members of the public who have requested to be sent information.

3. Children and Young People

Information about children and young people who participate in Deal Music & Arts programmes will be obtained and maintained strictly in accordance with current GDPR regulations.

4. How is personal data held

Deal Music & Arts holds this information on a secure electronic database which can be accessed only by authorised trustees and staff. Under no circumstances will the information be disclosed to a third party without the specific authorisation of the individual(s) concerned. Any individual may have their personal information removed from the database by contacting the General Manager in writing (letter or email), and they will be contacted once their data has been removed.

To be revised December 2021

2. EQUALITY AND DIVERSITY POLICY

1. Introduction

Deal Music & Arts is committed to ensuring that all staff and participants are treated fairly and with respect and dignity at all times. We will not tolerate:

- Any acts of direct or indirect discrimination, or
- Any form of harassment or victimisation.

This applies to the protected characteristics of:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation.

Every possible step will be taken to ensure that individuals are treated equally and fairly in every respect.

Aims

- To ensure that equal opportunities are an integral part of Deal Music & Arts activities
- To ensure that all individuals are treated with dignity and respect at all times
- To combat any acts of discrimination, harassment or victimisation
- To remove barriers which restrict equality of opportunity or access to any Deal Music & Arts activities.

Scope of the Policy

The policy will influence all aspects of Deal Music & Arts activities, including events and management.

Responsibilities

All trustees, directors, volunteers and staff of Deal Music & Arts are required to comply with this policy.

Trustees, directors and staff must:

- Familiarise themselves with the policy and ensure that their language, behaviour and practice are consistent with its requirements
- Ensure that everyone who is involved with or is a partner of Deal Music & Arts has access to this policy
- Ensure that Directors, Trustees, Staff and Volunteers understand what constitutes discrimination, harassment, and victimisation
- Ensure that all recruitment practices recognise diversity and are free from any form of discrimination
- Provide a work environment in which all staff feel able to report any acts of possible discrimination and/or harassment
- Ensure that all cases of discrimination, harassment and/or victimisation are dealt with appropriately.

Complaints

Deal Music & Arts will always deal sensitively and promptly with any complaints of discrimination, harassment or victimisation.

To be revised December 2021

3. TAKING, STORING AND USING IMAGES OF PARTICIPANTS POLICY

1. This policy concerns images of participants and attendees at Deal Music & Arts events and activities where those images (principally photo and video) have been taken by Deal Music & Arts staff or their agents on behalf of the organisation.
2. The policy does not cover images taken by parents, relatives, friends or other members of the public for their own purposes.

Use of participant images

- Unless the participant/ attendee or their parent or guardian has specifically requested otherwise Deal Music & Arts reserves the right to use and store all images taken on its behalf for information, marketing and promotional purposes.

Security of participant images

- The archive of images taken by and on behalf of Deal Music & Arts are held on a secure computer and can only be accessed by Deal Music & Arts, authorised staff and Trustees or anyone commissioned by DMA to take images.

To be revised December 2021

Jane Billing

Chair

Deal Music and Arts

December 2020