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Background

The Bluecoat is Britain's oldest arts centre. It was a school between 1717 and 1906 until the building proved too small and larger premises were acquired in the suburbs. The Grade 1 listed building is Liverpool's oldest city centre building and, since it was built at the same time as the port began its mercantile expansion, can be regarded as a physical manifestation of the start of modern Liverpool. The Bluecoat has played an active role in the life, arts and heritage of the City of Liverpool.

Our vision, mission and values

Vision

Our vision is to be a thriving centre for artists in the heart of Liverpool, celebrating our historic building and continuing its tradition as a meeting point between public and artists.

Mission

Our mission is to:

1. Support diverse artists to develop their practice at all stages of their careers, engaging with audiences and communicating the power and value of art to as broad a spectrum of people as possible;
2. Preserve, reveal and interpret the multi-faceted story of our historic building, making it accessible to a range of audiences through exhibitions, events and activities, and digital content in appropriate formats;
3. Help more people find a meaningful place for the arts in their lives, creating safe and inclusive spaces for everyone to engage both as audience and participant;
4. Develop increasingly sustainable facilities that will generate income and support from a range of sources, which will support local and international artists and arts participants.

Values

Our values are shaped by the people we work with, but they belong to Bluecoat and are the cornerstones that inform all our practice: These values are:

Dynamic: investing in great artists and great art, including through co-authoring and co-creating; creating even greater depth in our participation work and disseminating best practice; and taking calculated risks in our programming, energetically advocating the value of the arts and artists in society.

Inclusive and open: warm, welcoming, receptive and eager to learn from others; respecting and valuing difference; and making our programmes reflect diversity in its widest sense.

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Reflective: learning from the past, building on our unique heritage to ensure there is a great legacy for future generations; understanding the impact of our work and responding to it creatively and thoughtfully.

Challenging and fun to work with: not taking things for granted; seeking new and fresh ideas through collaborative and inclusive programmes; taking calculated risks and asking audiences to go on a journey with us, encouraging others to celebrate with us the successes and the challenges; thoughtful and joyful in our approach to growth and development in everything we do.

Our Data Protection Policy is as follows:

Data Protection Policy

Purpose

Everyone has rights with regard to the way in which their personal data is handled, and this policy is required to ensure that Bluecoat complies with legislation and applies best practice in this area.

Scope

The policy applies to Bluecoat staff, Board, volunteers and anyone for whom Bluecoat holds data, e.g. customers, visitors, occupiers.

Policy

Details of the policy are set out on following pages.

Owners

The policy is owned by the Head of Development who is responsible for ensuring it is followed and for identifying breaches. If you have any questions about it this Data Protection Policy, please contact our Head of Development at Bluecoat, School Lane, Liverpool, L1 3BX, email development@thebluecoat.org.uk, or telephone 0151 702 7776.

Measurement and reporting

A review is prepared every three years to ensure we are complying with the policy. The review prepared by the Head of Development and is received by Bluecoat's Leadership Team Data Committee, who reviews and updates systems and procedures as necessary.

The last review was taken in May 2018 and is due for review in 2021 and/or in line with new legislation.

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Data Protection Policy

Everyone has rights with regard to the way in which their personal data is handled. During the course of the Bluecoat's activities, it will collect, store and process personal data about its customers, suppliers and other third parties, and Bluecoat recognises that the correct and lawful treatment of this data will maintain confidence in the organisations and will provide for successful business operations.

Data users are obliged to comply with this policy when processing personal data on the Bluecoat's behalf. Any breach of this policy may result in disciplinary action.

The types of personal data that Bluecoat may be required to handle include information about current, past and prospective suppliers, customers, visitors and others that we communicate with.

The personal data, which may be held on paper or on a computer or other media, is subject to certain legal safeguards specified in the Data Protection Act 1998 ("the Act") and the General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679).

Bluecoat is committed to maintaining high standards and conforming to all legal requirements in respect of its data. Our principles are that:

Personal data shall be processed fairly and lawfully.

Personal data shall not be processed unless at least one of the following conditions is met:

- The data subject has given consent;
- Processing is necessary for the performance of a contract or with a view to entering into a contract;
- Processing is necessary for complying with a legal obligation;
- Processing is necessary to protect the interests of the data subject;
- Processing is necessary for the administration of justice or the administration of public functions;

Processing is necessary for the purposes of legitimate interests pursued by the data controller, except in cases that prejudice the rights and freedom of the data subject.

Sensitive personal data shall not be processed unless at least one of the following conditions is also met:

- The data subject has given explicit consent;
- Processing is necessary to perform legal obligations imposed by law in connection with employment;
- Processing is necessary to protect the vital interests of a person in the situation where consent cannot be reasonably obtained;
- Processing is carried out for the legitimate purposes of a non-profit making body;
- The information has already been made public by the data subject;
- Processing is necessary in connection with legal proceedings;

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- Processing is necessary for the administration of justice or the administration of public functions;

Processing of information as to racial or ethnic origin and is necessary for equal opportunity monitoring.

Personal data shall be obtained only for the purposes specified and shall only be processed for those purposes.

Personal data shall be adequate, relevant and not excessive for the purpose for which they are processed.

Personal data shall be accurate and kept up to date.

Personal data shall not be kept for longer than is necessary.

Personal data shall be processed in accordance with the rights of data subjects under the 1998 Data Protection Act.

Personal data shall not be transferred outside the European Economic Area without adequate protection.

Appropriate security measures shall be taken against unauthorised processing of personal data and against accidental loss or destruction to personal data.

Security procedures include:

- **Entry controls.** Any stranger seen in entry-controlled areas should be reported.
- **Secure lockable desks and cupboards.** Desks and cupboards should be kept locked if they hold confidential information of any kind. (Personal information is always considered confidential).
Methods of disposal. Paper documents should be shredded. Digital storage devices should be physically destroyed when they are no longer required.
- **Equipment.** Data users must ensure that individual monitors do not show confidential information to passers-by and that they log off from their PC when it is left unattended.

Compliance and Data Subject requests

Heads of Departments will be accountable for data protection compliance within their Department / area of responsibility, and for notifying the appropriate person responsible for registrations with the Information Commissioner for their division of any changes to their Department's data processing activities.

Bluecoat has an IT and Communications Systems Policy which is consistent with this Data Protection Policy. This policy outlines the standards staff must observe when using these systems, the circumstances in which Bluecoat will monitor their use, and the action Bluecoat will take in respect of breaches of these standards.

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All staff must comply with the IT and Communications Systems Policy and Data Protection Policy at all times to protect Bluecoat from unauthorised access, misuse, and harm. Breach of these policy may be dealt with under Bluecoat's Disciplinary Procedure and, in serious cases, may be treated as gross misconduct leading to summary dismissal.

Data subject access requests will be managed by the Head of Development via the Leadership Team. If you have any questions about it this Data Protection Policy, please contact our Head of Development at Bluecoat, School Lane, Liverpool, L1 3BX, email development@thebluecoat.org.uk, or telephone 0151 702 7776.