



Bell House Privacy Policy

This Privacy Policy sets out how Bell House collects, uses and protects information from its supporters, volunteers, teachers, collaborators and performer.

Bell House is committed to ensuring that your privacy is protected. Any personal details we collect will be used only in accordance with this policy.

For the purposes of the UK Data Protection Act 2018, the data controller is Bell House.

Personal data we process

Data source	Data collected (key elements)	Basis on which data is collected
Enquiries about Bell House and its work	Name, email, message	Legitimate interests: in order to read and to the enquiry.
Subscribers to email updates about our work	Name, email	Consent: you have given your consent.
Signing up as a volunteer	Name, email, phone number, in case of an emergency (ICE), address. Ethnicity, and any disability to monitor inclusivity.	Consent: you have given your consent.
Making a donation	Name, email, postal address, telephone and /or mobile number, and taxpayer status address.	Legitimate interests: in order to accept your donation, receipt and, if applicable, to claim Gift Aid.
Website use (collected through cookies)	Website activity	Legitimate interests: in order to optimise website function.

1. How we use your data

We will use your data only for the purposes set out in the table at 1. above:

- to reply to enquiries;
- to administer donations or other transactions initiated by you.
- to keep you informed of events and news at Bell House by, for example, emailing you about new exhibitions, courses, or newsletter

2. Consent

By giving us your personal information, you are consenting to our using it for the purposes outlined/specified above. Your consent is also implied if you contact us to initiate correspondence.

You can withdraw such consent at any time by emailing us requesting that your details be deleted. You can also unsubscribe via the “unsubscribe” link/option at the bottom of our email correspondence.

3. How do we protect the information we collect?

We cannot guarantee the security of data transmitted online, so any transmission is at your own risk, but we have put in place physical and electronic procedures to safeguard all information collected, and use up-to-date operating systems and software. We use these procedures to transfer information electronically, and we securely dispose of all physical copies

On the Bell House website, we may include links to other related or relevant sites. Please note that we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites, which are not governed by the Bell House privacy policy.

4. Request or Update your Information

If you would like a copy of the information we hold about you, or wish to request a correction or to update it, please email us using the contact details on the Contact page of our website. We will undertake to update any information promptly.

5. How long do we keep your data?

Our internal policies are designed to ensure that we ask for only the minimum amount of needed. We delete that data promptly once it is no longer required.

If we have your consent to collect data, we will seek renewal of that consent at least every three years.

6. Our Commitment

We will not sell, distribute, or lease your personal information to third parties unless we have your permission to do so, or are required to do so by law.

Bell House will review the policy as and when changes in legislation or other factors make it necessary.

Next review date : 30th August 2025