

**Create (Cornwall) CIC**  
**GDPR compliance statement**  
**July 2022**



The EU General Data Protection Regulation (GDPR) came into force across the European Union on 25th May 2018. Based on privacy by design and taking a risk-based approach, the GDPR has been designed to meet the requirements of the digital age. The regulation aims to standardise data protection laws and processing across the EU; affording individuals stronger, more consistent rights to access and control their personal information.

Create (Cornwall) CIC is committed to ensuring the security and protection of the personal information that we process, and to provide a compliant and consistent approach to data protection.

Create (Cornwall) CIC is dedicated to safeguarding the personal information under our remit and in developing a data protection regime that is effective, fit for purpose and demonstrates an understanding of, and appreciation for the regulation. Our objectives for GDPR compliance have been summarised in this statement and include the development and implementation of data protection roles, policies, procedures, controls and measures to ensure maximum and ongoing compliance.

Information Audit – we are carrying out an information audit to identify and assess what personal information we hold, where it comes from, how and why it is processed and if and to whom it is disclosed.

Data Protection – accountability and governance measures are in place to ensure that we understand and adequately disseminate and evidence our obligations and responsibilities with a dedicated focus on privacy by design and the rights of individuals.

Data Retention & Erasure – personal information is stored, archived and destroyed compliantly and ethically and we are aware of the right to erasure.

Data Breaches – all personal data breaches are to be identified, assessed, investigated and reported at the earliest possible time.

Privacy Notice – we ensure that all individuals whose personal information we process have been informed of why we need it, how it is used, what their rights are, who the information is disclosed to and what safeguarding measures are in place to protect their information.

Obtaining Consent - we have clear consent mechanisms obtaining personal data, ensuring that individuals understand what they are providing, why and how we use it and giving clear, defined ways to consent to us processing their information.

Direct Marketing - all direct marketing includes clear opting out and unsubscribe features.

Processor Agreements – where we use any third-party to process personal information on our behalf i.e. hosting payments and managing the mailing list, we have agreed compliant processor agreements and due diligence procedures for ensuring that they (as well as we), meet and understand their/our GDPR obligations.

Data Subject Rights - we provide easy to access information via Camborne Contemporary Crafts Hub of an individual's right to access any personal information that Create (Cornwall) CIC processes about them and to request information about:

- What personal data we hold about them - Name, email address, telephone number
- The purposes of the processing - to confirm bookings and payments
- The categories of personal data concerned
- The recipients to whom the personal data has/will be disclosed
- How long we intend to store your personal data for - emails for 3 months after course /party completed, online booking details for 7 years to comply with tax law
- The right to have incomplete or inaccurate data about them corrected or completed and the process for requesting this
- The right to request erasure of personal data (where applicable) or to restrict processing in accordance with data protection laws, as well as to object to any direct marketing from us and to be informed about any automated decision-making that we use
- The right to lodge a complaint or seek judicial remedy and who to contact in such instances  
(Angela Hatherell, Director, [angela@createcic.co.uk](mailto:angela@createcic.co.uk) 07703 151851)

Create (Cornwall) CIC takes the privacy and security of individuals and their personal information very seriously and take every reasonable measure and precaution to protect and secure the personal data that we process. We have robust information security policies and procedures in place to protect personal information from unauthorised access, alteration, disclosure or destruction and have several layers of security measures, including passwords in place for all website / payment providers that we use.

Our written register taken at the beginning of each session includes the names of people booked attending that course and nothing more.

Signed by Create (Cornwall) CIC Founder Directors

Jane Smith



Angela Hatherell

