



PRIVACY NOTICE:

Culture, Health & Wellbeing International Conference 2021 ABSTRACT SUBMISSIONS

Updated 6th August 2020



Who we are and what we do

Arts and Health South West (AHSW) is a registered charity based in the UK. We are a free membership organisation, funded by Arts Council England. (Registered Charity number 1115339, company limited by guarantee number 5420987.)

Every 4 years we host the Culture, Health and Wellbeing International Conference. In 2021, this conference will be hosted online, rather than in person.

To plan the programme for the conference we invite the public to submit abstracts, and from these abstracts we select the presentations, workshops and other activities that will be delivered as part of the conference itself.

What data we collect about you

As part of the abstract submission process, individuals must submit to AHSW the following information

- Email Address
- First Name
- Last Name
- Title
- Job Title (optional)
- Organisation (optional)
- Address
- Post/Zip Code
- Country
- Phone number
- Mobile number (optional)
- Email address
- Type of submission: practice or research
- Format of submission: oral presentation / participatory workshop / performance / film / other
- A 500-word proposal
- A 100-word biography

The information is submitted via a Google Form, and the responses are captured in a Google Sheet that is kept securely, only accessible to a small team of AHSW Conference Staff.

Where we keep your data

The submission data is kept in a secure Google Sheet, within Google Drive, that is only accessible to a small team of AHSW Staff.

What we do with your data

We use the data submitted via the abstracts submission process to:

- Review submissions and shortlist for the conference programme
- Analyse the type of submissions we have received (e.g. number of countries we have received submissions from) for anonymised internal reporting
- Contact those who have submitted abstracts, about their submission, and about their involvement in the conference

Who your data will be shared with

The data submitted via the abstracts submission process will only be accessible to AHSW staff members and will not be shared with any third parties.

How long we keep your data

We will keep your data for 10 years from the date of submission, UNLESS:

- The organisation closes down (in which case all data will be deleted and expunged from our storage)
- You specifically request that we remove your data from our databases.

What to do if you want us to remove your data completely

If you would like us to stop holding your data, and delete it permanently from our records, please contact Hannah Mumby, General Manager of AHSW to request this, on (+44) 01392 793877 or info@ahsw.org.uk (please put 'URGENT – Data Request' in the email subject). Your data will then be deleted within 30 days.

When we delete your data, we may need to keep a 'skeleton record' on our database, just with your name, and a flag which says "data permanently removed", to make sure we have recorded that this has been processed.

If you have any questions, please contact AHSW General Manager Hannah Mumby at info@ahsw.org.uk or call 01392 793 877 (this number is manned 3 days per week)