



connecting and supporting artists in Teesdale

## TAN POLICIES

Teesdale Art Net (TAN) is an unincorporated organisation, as such all the members are equally responsible for the running of the organisation. By becoming a member you agree to abide by the TAN Constitution and the TAN Policies.

## PERSONAL DATA AND PRIVACY

TAN will ensure that the personal information we collect will be relevant, limited to what is necessary for the purposes for which it is processed, and as far as possible, accurate and up to date.

### **Membership**

Personal information is collected on our membership forms completed by all members on joining. This includes names, contact details, social media and website information and biographical information which the individual member wishes to make publicly available regarding their art practice. This can be updated or deleted at any time.

### **Publicity**

We collect names and email addresses from individuals who request to add their details to our mailing list in order to be informed of forthcoming exhibitions, workshops, open studios and other events.

### **Events**

For the purpose of workshops, bus tours etc, we will collect information from the person booking the event. This may include information about any special needs. This information will not be retained after the event.

### **Evaluation**

Data for evaluation may be collected for reporting to Arts Council England or other funding bodies. No identifiable personal data will be collected unless expressly stated.

### **Deleting information and opting out**

Membership information will be deleted when the member leaves the organisation.



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Subscribers to our email list will be invited to unsubscribe at the bottom of every email we send.

### **Access and data protection**

The data we collect is be stored on Google Documents, is password protected, and is accessible only to named individuals agreed by the membership and committee members.

### **Sharing information**

Information provided by members on the membership form may be shared within the membership, in printed form, on the website and on social media, depending on the preferences indicated on the membership form.

We will never share personal information from members of the public with other organisations or individuals without express permission. We will never sell personal information under any circumstances. Data shared for statistical purposes with funders will be anonymous.

### **SAFEGUARDING POLICY**

In the event that TeesdaleArtNet undertakes projects which involve significant direct contact with children or young people under the age of 18 or other vulnerable persons who are either unable to take care of themselves or unable to protect themselves against significant harm or exploitation, the following safeguards will apply.

**Artists will be responsible for obtaining their own Disclosure and Barring Service (DBS) checks and procedures if they are delivering TAN activities which require such checks (unsupervised working with children or working with vulnerable adults)**

The written agreement of the child or young person or vulnerable adult's parent or carer will be sought if there is to be significant and unsupervised direct contact. All reasonable steps will be taken to ensure the safety of children and vulnerable adults who come into contact with the organisation.

These safeguards apply whether the project takes place on a formal, informal, voluntary or paid basis.



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### **Lone working**

It is the responsibility of all members to take reasonable care to protect their own safety, health and welfare and that of others and to consider whether any measures are necessary to protect their personal safety.

**Artists will be responsible for their own Public Liability and Private Indemnity Insurance. This can be arranged through A-n Artists information Network or other providers.**

### **Health and safety risks arising from Opening Studios**

- Artists will undertake their own risk assessment for opening their studio /workplace or exhibition area. Artists should also consider the location, security and access to their studio and/or home.
- Artists will be responsible for ensuring that any risks associated with opening their workshop to members of the public have been reduced to an acceptable level
- Artists always have the right to refuse entry to any member of the public visiting their studios if that individual has given cause to make them feel worried or uneasy.
- Artists will be responsible for Health and Safety of all their own equipment and maintenance.
- Venues will be expected to assess risks associated with any workshop that takes place there.
- Assessments should be reviewed annually or when the work activity changes, whichever is soonest

### **Health and safety risks arising from Workshops/Demonstrations or Drop-In Activities**

- Artists will undertake their own risk assessment for any workshop demonstration or drop-in activity they deliver
- Artists will be responsible for their own Public Liability Insurance
- Artists will ensure they have a current DBS check when and if appropriate
- Artists will be responsible for ensuring that any risks associated with their workshop have been reduced to an acceptable level
- Artists will be responsible for safety and maintenance of all their own equipment and materials.



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- Assessments should be reviewed annually or when the work activity changes, whichever is soonest

## EQUAL OPPORTUNITIES

TeesdaleArtNet is committed to equality of opportunity and is open to all artists living or working in Teesdale, regardless of ethnic origin, gender, disability, religion or sexual orientation. Artists must be over 18 years of age. There is a concessionary membership fee for students.

Our open studios, exhibitions, workshops and events welcome visitors and participants regardless of ethnic origin, gender, religion, age or sexual orientation or disability.

Since open studio events take place in private homes and workspaces, access for disabled members of the public cannot be guaranteed. Where access is restricted, this is stated in the brochure for the event. Every effort will be made to make alternative arrangements if appropriate.

Vulnerable adults are welcome to attend events if appropriate but may need to be accompanied by a carer in order to comply with our safeguarding policy.

## CODE OF BEHAVIOUR

All members will at all times observe professional standards in their dealing with one another, the general public and fellow professionals with whom the organisation has dealings. This includes demonstrating professional respect and courtesy in all face to face, verbal or written communications and avoiding other behaviour which may bring the organisation into disrepute.

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