



Privacy Notice – Creative Complexity “We IMAGINE Poetry”

The “Creative Complexity” workshop will involve participants writing poems and sending in drawings for use in a public online and/or physical exhibition. Participants can opt to include their name alongside their poem and artwork. Participants can opt to share their contact details to be contacted after the workshop to provide extra poems or reflective feedback.

Data Controller

Cardiff University is considered the Data Controller of the personal data which you provide and as such is legally responsible for processing your personal data in accordance with data protection legislation.

The University is registered as a Data Controller with the Information Commissioner's Office (ICO) to process personal data. [Reg no Z6549747](#).

Contact Details of the Data Protection Officer

The University is required to have a data protection officer who can be contacted if you have any queries, concerns or complaints about the way your personal data is processed. Cardiff University's Data Protection Officer can be contacted on InfoRequest@cardiff.ac.uk

What personal data will we collect?

During the workshop we will collect the poems written and the participants name (however individuals can opt out of sharing their name if they prefer). Before the workshop we will ask for pictures to be emailed to the Creative Complexity team. Participants who may be interested in continuing to take part after the workshop can share their contact details, but this is optional.

How will your personal data be used?

The poems and drawings will be used to create an online and/or physical exhibit to raise awareness of rare genetic conditions. The poems and drawings may be accompanied by the participants first name. We will keep contact details from interested participants who shared their contact details during the workshop. Participants would be contacted for the purposes of either providing additional poems or drawings, for providing reflective feedback and evaluation, and for providing an update on the project.

What is the legal basis for processing your personal data?

Personal data is processed on the basis that it is necessary for our public task, for scientific and historical research purposes which are in the public interest, and is subject to necessary safeguards.

Who has access to your personal data?

Dr Samuel Chawner Research Fellow and Catrin Hopkins Communications Manager.

Who will your personal data be shared with outside of the University?

Phenotypica, an arts organisation (<https://phenotypica.org/>).

Is personal data transferred outside of the EU?

No.

How long will your personal data be held?

The information you provide will be kept no longer than is necessary for the purposes of the project. The poems and drawings will form a long-term creative resource for raising awareness of rare genetic conditions, however this will not include personal details such contact details, but maybe linked to name.

Your rights

Under data protection legislation you have certain rights which will be associated with the legal basis on which we process your data. For further information please see the following guidance published by the [Information Commissioner's Office](#).

The Information Commissioner's office is responsible for regulating data protection in the UK. We hope to resolve any of your questions, queries or concerns but if you remain dissatisfied you can contact [the Information Commissioner's Office](#).

21/04/2021