



**promotes brighter futures for young people  
through arts and culture**

# Individual Contact Form

## **Consent for creating a contact record for an individual on the new Creative Partnerships Projects Database and the Bright Space (UK) Ltd Mailing Database.**

The Creative Partnerships Projects Database (projects database) is an online system owned by Creativity Culture and Education for tracking projects funded through the Creative Partnerships programme. To be set up on the projects database, you need to complete the form attached. However first please take a minute to read through the data protection notice so that you understand how the information you provide will be used.

### **Data Protection**

Creativity, Culture and Education (CCE) is a charitable company registered in England & Wales under company number 06600739, registered charity number 1125841, with its registered office at 4th Floor Great North House, Sandyford Road, Newcastle upon Tyne, Tyne and Wear NE1 8ND. We are registered in the Information Commissioner's register of data controllers under register entry number Z1594876.

CCE funds and monitors Creative Partnerships and other programmes.

We set out below why we collect the data in this form, what we will do with it and what your rights are. We also ask whether you would like us to keep you informed of CCE events and receive our newsletters and other relevant information. We will only use the information that we collect about you lawfully in accordance with the Data Protection Act 1998.

### **Why we collect information about you**

We collect information for the following purposes.

#### **Monitoring research and review**

The projects database contains a record of every project including the names of the key individuals involved in the project, e.g. the creative agent and creative participant. We will use the data to monitor how and where our projects happen, e.g. how and where creative agent services are being used across the country.

As a creative agent or creative practitioner, you will be linked to your projects. We will use the data to track the type of art forms you have been working on and to track art form-specific projects.

If you are a creative agent we will use your email address to notify you when something has been changed in your project record (e.g. if the project plan is approved).

We will keep the information you supply on this form, and any updates you give us after that, on the projects database for these monitoring and review purposes.

We also may ask you whether you would like to be involved in our research programmes. If you agree, we will supply your contact details with our academic researchers so they can get in touch with you.

### Who has access to the projects database

The following people have access to the projects database in order to capture the planning, evaluation and reflection that happens as part of these projects:

- Creativity Culture and Education (CCE), including Creative Partnerships National Office, has full access for funding and performance management purposes;
- CCE's 24 area delivery organisations of which we are one, have full access to their projects and contacts they create for the purpose of delivering the Creative Partnerships programme;
- Creative agents can view and edit their projects;
- Creative practitioners can view basic details of the projects in which they are involved;
- Schools can view and edit their projects; and
- Other users can search for a creative agent or creative practitioner; although all information supplied on the form and any subsequent information is kept on the projects database, the search results will only display your name, the city of your address and a list of projects in which you are involved.

### Your CRB check and Bright Space Child Protection

Child protection is at the centre of all we do and as such an original copy of your CRB enhanced disclosure needs to be seen by the Creative Agent and School Co-ordinator you're working with. If you need further support in applying for a CRB enhanced disclosure please contact Sadie Newman at the Bright Space Office.

### Please complete the form in BLOCK CAPITALS and send it back to Bright Space.

This form will be retained by Bright Space (UK) Ltd for a period of up to 5 years following the end of the Creative Partnership Programme for audit purposes.



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**ARTS COUNCIL  
ENGLAND**



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Reg. Co. No. 6493779



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# Individual Contact Form

(Mandatory fields are marked with a \*)

Contact name \*

Organisations name & company number (if applicable)

Address \*

City \*

Postcode\*

E-mail address \*

Telephone number

Website (if applicable)

Unique tax reference number (if applicable)

Public liability insurance policy number (if applicable)

CRB Disclosure number (if applicable)

**1. If you're an artist please classify yourself by artform, ticking as many as apply \***

<b>Combined arts</b>		<b>Literature</b>	
Carnival and other cultural festivals		Live literature (incl. performance poetry)	
Community combined arts		Other	
Interdisciplinary arts		Poetry	
Multi-disciplinary arts		Prose, fiction	
Press		Prose, non-fiction	
Radio		Publishing (print/web based work)	
TV		Reminiscence	
Other		Storytelling	
Science		Translation	
Sound Arts		Youth literature	
<b>Music</b>		<b>Visual arts</b>	
Brass and silver bands		Animation	
Chamber		Architecture / landscape / environmental art	
Choral/gospel		Crafts	
Classical/orchestra		Design	
Community music		Fine art	
Contemporary classical		Graphic art / illustration	
Contemporary popular (inc. rock, pop, hip hop)		Live art	
Early music		Moving images (artists' film and video)	
Experimental and electronic music		New media	
Jazz / improvised music		Other	
<b>Theatre/Drama</b>		Photography	
Cabaret / variety / comedy		Public Art	
Children's & youth people's theatre		<b>Dance</b>	
Circus arts		Ballet	
Classic plays		Community Dance	
Community theatre		Contemporary Dance	
Contemporary plays		Other	
Experimental theatre (incl. visual / digital)		Youth Dance	
Mime / physical theatre			
Musicals			
New writing			
Other			
Pantomime			
Puppetry			
Street Arts			
Theatre in Education			
Youth theatre			

**2. What is your corporate status?** Please select one

Sole Trader			
CIC			
Charity, Trust or Foundation			
Not Supplied			
Other, please specify			

**3. What Industry sector do you work in?** Please select one

Creative Industry			
Construction			
Education			
Engineering			
Financial Services/Investment			
Food and Drink production			
IT and Electronics			
Media and Leisure			
Pharmaceutical and health care			
Property			
Consumer goods manufacturer and retailer			
Telecommunications			
Training			
Transport			
Utilities			
Not Supplied			
Other, please specify			

**4. What is your ethnicity?** \* Please select one; select “not supplied” if you prefer not to say.

White	British	
	Irish	
	Any other white background	
Asian or British Asian	Bangladeshi	
	Indian	
	Pakistani	
	Any other Asian background	
Chinese	Chinese	
Black or British Black	Black African	
	Black Caribbean	
	Any other black background	
Mixed	Asian and White	
	Black African and White	
	Black Caribbean and White	
	Chinese and White	
	Any other background from more than one ethnic group	
	Any other ethnic group	
	Not Supplied	

**5. Do you consider yourself disabled?** \* Please select one; select "not supplied" if you prefer not to say

Yes	
No	
Not supplied	

### Mailing Lists

Bright Space & CCE would like to keep you informed of relevant information including (but not limited to) newsletters and invitations to events. If you wish to receive these mailings please tick the "yes" boxes below.

**Request for mailings – Do you wish to be on the mailing list for information about and relating to Bright Space**

Yes                      No

**Are you happy to receive these electronically?**

Yes                      No

**Request for mailings – Do you wish to be on the mailing list for information about and relating to CCE and the Creative Partnerships Programme**

Yes                      No

**Are you happy to receive these electronically?**

Yes                      No

**Do you wish to be added to the Bright Space jobs database?**

Yes                      No

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**Please post your completed form to the Bright Space Office.**



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