The purpose of this form is to collect the contact details and areas of artistic interest of people who would like to be involved in one-off projects with Artlink.

*Your details*

Name:

Address:

Tel:

Mobile:

Email:

Website:

I am over 18 [ ]

*Please tick any of the following that match your skills/experience:*

*2D/Visual 3D / Technical Crafts / design Lens/Digital Performance Misc*

Drawing [ ]  Sculpture [ ]  Sewing/knitting [ ]  Photography [ ]  Sound/Audio [ ]  Gardening [ ]

Illustration [ ]  Woodwork [ ]  Ceramics [ ]  Film/video [ ]  DJing [ ]  Storytelling [ ]

Oils/acrylic [ ]  Model-making [ ]  Jewellery [ ]  Video editing [ ]  Dance/Movm. [ ]  Cooking [ ]

Watercolour [ ]  Installation [ ]  Fashion / textiles [ ]  Animation [ ]  Live Art [ ]  Administrative [ ]

Comics [ ]  DIY / practical [ ]  Graphic design [ ]  Digital imagery [ ]  Music [ ]

Graffiti [ ]  Hanging artworks [ ]  Interior design [ ]  Printmaking [ ]  Writing/Poetry [ ]

Other (please specify):

*Protecting Vulnerable Groups (PVG) Scheme*

Some of the work requires us to ensure that the person undertaking it has been PVG checked.

Do you have a current PVG certificate and if so when does it expire? Yes [ ]  No [ ]  Exp: ../../….

*Data Protection*

Accompanying this form is an information sheet called “Artlink and Your Information” which tells you about your rights in regard to the information we hold about you and what we can do with it. It tells you what to do if you want to see what information we keep about you and what to do if you want us to delete it. You can also find this information sheet on our website at [**www.artlinkedinburgh.co.uk/dataprotection**](http://www.artlinkedinburgh.co.uk/dataprotection)

Artlink will never sell your information to a third party and will not pass it onto a third party without your express consent.

We will check back with you after three years to make sure the information we have about you is still accurate and that you still consent to our having and using it for the purposes which you have agreed.

*How you want us to contact you*

Only tick the boxes that you feel are relevant or apply.

About work opportunities in the areas email [ ]  post [ ]  phone [ ]

I have indicated above

About volunteering opportunities in the email [ ]  post [ ]  phone [ ]

areas I have indicated above

About other work Artlink is doing email [ ]  post [ ]  phone [ ]

Signed:

Date:

*Please return form to*

Vanessa Cameron | Artlink Edinburgh & the Lothians | 13a Spittal Street | Edinburgh | EH3 9DY

info@artlinkedinburgh.co.uk | 0131 229 3555

**ARTLINK AND YOUR INFORMATION**

We need to have some pieces of information about the people who work for us, the people who volunteer for us and the people who use our services. The law tells us how we have to treat this information and we take this very seriously. This document tells you what we promise to do with your information. The law says we must have a Data Controller. This is the person who is responsible for keeping your information safe. You can contact the Data Controller at the addresses below.

WE PROMISE we will only ask you for information that we need to do our work safely and well. Before we ask you for any information, we will think carefully about why we need it and how we will use it. Some information we have to have, because without it we can’t carry out our duties to our staff, volunteers and members. If you don’t know why we need a piece of information just ask the Data Controller at the addresses below.

WE PROMISE that we will keep your information secure and that only the people who need it will be able to access it. Your information will be kept in a secure place. If this is on a computer, it will be password protected and only authorised people will be able to access it. Information on paper will be kept in a locked drawer and only authorised people will have access to the key.

WE PROMISE we will not pass any of your information on to a third party without your permission. We will never sell information about you to a third party. However, there may be times a third party needs some information about you. We will not pass on any information about you unless we have your permission.

WE PROMISE we will only contact you in the ways you have given us permission to. So, if you tell us you want us to contact you by post, not email that is what we will do.

WE PROMISE that you can see the information we keep about you. If you want to see what information we keep about you, you can ask to see it by contacting the Data Controller at the addresses below. We aim for you to be able to see your information within 10 working days of you asking us.

WE PROMISE that we will remove information about you if you ask us to do this. You can ask us to remove information about you from our records by contacting the Data Controller at the addresses below. You can ask for all or some of the information to be removed.

Vanessa Cameron

Data Controller

Artlink

13a Spittal Street

Edinburgh EH3 9DY

datacontroller@artlinkedinburgh.co.uk