

# CCA: Centre for Contemporary Arts

## Access Rider Procedure

### What is an access rider?

An access rider is a live document that conveys a person's access requirements. Disabled, D/deaf or neurodivergent people primarily use these documents to negate the fatigue of constantly having to explain their access requirements. You do not need to identify as disabled, D/deaf or neurodivergent to have an access rider. An access rider also ensures the vital information that allows someone to be the best version of themselves is communicated truthfully and without assumption. The CCA acknowledges people's access needs can vary in many different ways and can often be day dependent which is why the document is live.

Access riders are for guidance and are not legally binding.

### What happens with an access rider?

If you feel comfortable sharing your access rider, you should send it directly to CCA's Access Manager, Zoë, at [zoe@cca-glasgow.com](mailto:zoe@cca-glasgow.com).

Once Zoë has received your access rider, she will contact you to discuss who you are comfortable sharing this information with and what reasonable adjustments CCA can accommodate. If there is something on your rider we are unable to accommodate for any reason, we will work with you to find an appropriate alternative.

Your access rider information will never be shared with anyone without your consent. We would encourage you to allow us to share the information with as many people as possible to ensure anyone you are working with is aware and able to support your access requirements. Your information will be stored in accordance with GDPR guidelines.

## Do I need to have an Access Rider for my access requirements to be met?

In short, no. CCA is happy to have a conversation with you surrounding your access requirements if you don't have or don't want to provide an access rider. We are also happy to support you in creating an access rider if you feel it is something you would benefit from.

## What to include on an access rider?

Please look at the [access rider template](#) for guidance on what to include. You are welcome to include any information you feel would be helpful for others to know.

## Whose responsibility is it?

Ultimately it is everyone's responsibility to respect and implement someone's access requirements. However, if you are a permanent member of staff at CCA your line manager will take responsibility for the implementation of your requirements supported by the Access Manager. If you are freelance/temporary staff you the Access manager will work with you to implement your requirements.

If you have any questions or queries please contact Zoë at [zoe@cca-glasgow.com](mailto:zoe@cca-glasgow.com)