



Newbiggin Arts Centre

The place for all things art...where Arts are for All

Newbiggin Arts Centre Data Protection Policy

Approved by Trustees on: 22nd August 2025
Review Date: 1st September 2026

Our Promise

We respect everyone's privacy. When you share personal information with us, we will:

- Treat it fairly and with care.
- Only use it for the reasons we have told you about.
- Keep it safe and secure.

This policy is written in simple, clear language so that everyone connected with Newbiggin Arts Centre can understand it.

What Data Protection Means

The law says that personal information must be handled properly. For us this means:

- Fair and lawful use – we only collect information when we have a good reason, such as your consent.
- Clear purpose – we only use data for things like running activities, keeping in touch, or sending updates.
- Only what we need – we don't collect unnecessary information.
- Accurate and up to date – we keep information correct and fix mistakes quickly.
- Kept only as long as needed – we delete old records when they're no longer required (usually within three years of someone becoming inactive).
- Safe and secure – we lock away paper files, protect computers with passwords and antivirus, and only allow access to people who need it.

Your Rights

Everyone has rights under data protection law. You can:

- See the information we hold about you.
- Ask us to correct it if it's wrong.
- Ask us to delete it when it's no longer needed.
- Tell us how we can and cannot use your information.

Photos and Videos

We sometimes use images to celebrate our activities. To keep everyone safe:

- We always ask permission before taking or sharing photos of individuals or small groups.
- Parental consent is required for children under 18.
- People can opt out of group photos.

- We explain clearly how the image will be used (e.g. website, newsletter, or social media).
- We never use images that might put children or vulnerable people at risk.

If Something Goes Wrong (Data Breach)

A data breach is when personal information is lost, shared by mistake, or accessed without permission.

If this happens:

- We will act quickly to fix the problem.
- If the breach could cause harm (such as identity theft, financial loss, or reputational damage), we will report it to the Information Commissioner's Office (ICO) within 72 hours.

Children and Adults Who Cannot Consent

- Children under 13 cannot legally give consent. We always ask parents or guardians.
- If someone cannot give consent due to capacity, we will only act with the agreement of a legally recognised representative and always in the person's best interests.

Special Information

We do not collect sensitive information such as health details, religion, or political views.

Electronic Communication

We apply the same rules to emails, texts, and online messages. We will only send marketing messages if we have your permission.

Who Is Responsible

- The Board of Trustees is responsible for data protection.
- The Chair makes sure this policy is followed and reviewed.
- Everyone at the Arts Centre (staff, volunteers, and trustees) must respect and follow this policy.

Where to Get Help

If you are worried about how your data is used, please speak to the Chair or a Trustee.

You can also get free advice from the Information Commissioner's Office (ICO):  www.ico.org.uk

Review

This policy will be reviewed every year, or sooner if the law or our practice changes.

Signed on behalf of the NAC Board of Trustees:



Steve Wilkinson
Chairman of the Board of Trustees
22nd August 2025