Newbiggin Arts Centre

*The place for all things art…where **Arts** are for **All***

# Newbiggin Arts Centre Data Protection Policy

**Approved by Trustees on:** **2nd October 2026**
**Review Date:** **1st October 2027**

---

## 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 and with 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 as quickly as possible.
- 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 18 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
2nd October 2026