Newbiggin Arts Centre

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

Newbiggin Arts Centre Privacy Policy

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

Why We Have This Policy

Your privacy and safety are very important to us. This Policy explains:

- How we collect, use, and keep your information safe
- How we respect your privacy when you join our classes, use our website, or take part in other activities
- How this links to our Safeguarding Policy and commitment to keeping children and vulnerable people safe

What Personal Information We Collect

We only collect the information we need to provide our services safely. This may include:

- Contact details: Name, email, phone, postal address
- Payment information: Securely handled by third-party providers
- Feedback and surveys: Information you provide through forms or questionnaires
- Communication details: emails, messages, and phone calls to us

We also collect limited technical information when you use our website.

How We Use Your Information

We use personal information to:

- Communicate with you about classes, workshops, events, and our newsletter
- Respond to your questions or requests
- Deliver services safely and effectively, in line with our Safeguarding Policy
- Monitor and improve our activities
- Run promotions or competitions safely
- Prevent fraud and protect our community and charity

Our Legal Responsibilities

We collect and use your information only when:

- You have given consent
- We need it to provide our services to you
- We have a legal obligation

- We have a legitimate interest that does not override your rights

Who We Share Your Information With

We may share your information with:
- Trusted service providers who help us deliver services
- Authorities, if required by law or to protect someone's safety
- In the case of changes to our organisation

We do not sell your information.

Your Choices About Marketing
- You can choose to receive newsletters or promotional messages
- You can opt out at any time by contacting us or using unsubscribe links
- We will ask your consent before sharing your information with third parties for marketing

How Long We Keep Your Information

We only keep your information as long as necessary for:
- Running our activities safely and effectively
- Legal, financial, or safeguarding reasons
- Supporting the smooth operation of the charity

Data Transfers Outside the UK

If we ever transfer your information outside the UK, we ensure it is protected by appropriate safeguards.

Your Rights About Your Information

You have the right to:
- Access, correct, or request deletion of your data
- Object to or restrict processing
- Withdraw consent
- Make a complaint to the Information Commissioner's Office

Children, Young People and Vulnerable Adults
- We only collect personal information from children under 18 with parent or guardian consent
- All information is handled in line with our Safeguarding Policy
- We take extra care to protect young people and vulnerable adults when participating in our activities

Review
This policy will be reviewed every year, or sooner if needed.

Signed on behalf of the NAC Board of Trustees:



Steve Wilkinson
Chairman of the Board of Trustees
2nd October 2026