

## Privacy Notice

This privacy notice sets out how we use, or “process”, any personal information we collect from you. It is produced in compliance with the General Data Protection Regulations (GDPR) and the Data Protection Act 2018.

The GDPR states that personal data can only be processed if there is a legal ground to do so. The GDPR provides six legal grounds under which personal information can be processed lawfully and stipulates that an organisation’s privacy notice must include reference to this.

Information on the legal basis for processing of personal information by Newcastle Gateshead Cultural Venues (NGCV) is set out in the Appendix 1 of this notice.

### Who we are:

Newcastle Gateshead Cultural Venues (NGCV) is a voluntary partnership of 10 organisations running 20 venues, archives and heritage sites in Tyne and Wear:

- BALTIC Centre for Contemporary Art
- International Centre for Life
- Dance City
- Live Theatre
- Northern Stage
- Seven Stories
- Theatre Royal
- Sage Gateshead
- Tyne & Wear Archives & Museums (Arbeia Roman Fort, Discovery Museum, Great North Museum: Hancock, Hatton Gallery, Laing Art Gallery, Segedunum Roman Fort, Shipley Art Gallery, South Shields Museum & Art Gallery, Stephenson Railway Museum)
- Tyneside Cinema

The NGCV Partnership Coordinator is Lucy Deprez, who should be contacted if you have any queries or complaints regarding this notice.

Address:

Discovery Museum

Blandford Square

Newcastle Upon

Tyne

NE1 4JA

(0191) 277 2295 [Lucy.deprez@twmuseums.org.uk](mailto:Lucy.deprez@twmuseums.org.uk)

## Cookies

Cookies are text files placed on your computer to collect standard internet log information. This information is used to track visitor use of the website and to compile statistical reports on website activity. For further information visit [www.aboutcookies.org](http://www.aboutcookies.org) or [www.allaboutcookies.org](http://www.allaboutcookies.org). You can set your browser not to accept cookies and the above websites tell you how to remove cookies from your browser.

## Other websites

Our website contains links to other websites. This privacy policy only applies to our website so when you link to other websites you should read their own privacy notices.

**We will not share personal data with third party organisations for marketing purposes.**

## Access to personal information and correction

Whilst we strive at all times to ensure that your personal information is accurate and up to date, we recognise that on occasions we may get it wrong or your details may change. You may ask us to correct or remove your personal information by contacting us as detailed below in the "[contact us](#)" section.

You can request a copy of information that we hold about you, by submitting a request in writing as set out in the "[contact us](#)" section.

You may opt out from receiving marketing communications from us at any time, change your contact preferences or ask to have your personal data removed or corrected in our records by writing to us at: Lucy Deprez, Discovery Museum, Tyne & Wear Archives & Museums, Discovery Museum, Blandford Square, Newcastle upon Tyne NE1 4JA, or by sending an email to [lucy.deprez@twmuseums.org.uk](mailto:lucy.deprez@twmuseums.org.uk). Please ensure that you state your full name and address in the letter or email so that we may locate your record on our database.

## Complaints, enquiries and feedback

NGCV tries to meet the highest standards when collecting and using personal information. We will not unduly prioritise our interests as an organisation over your interests as an individual. We will always aim to balance our interests with your rights. We will only use personal information in a way and for a purpose that is in accordance with this notice.

For these reasons, we take any complaints we receive very seriously. We ask you to notify us of any collection or use of your information that you think is unfair, misleading or inappropriate by contacting us at the address given above.

This privacy notice was drafted with brevity and clarity in mind. It does not provide exhaustive detail of all aspects of NGCV's collection and use of personal information. We will endeavour to provide further detail at the point we collect any other personal information and we are happy to provide any additional information or explanation if needed.

## Information Commissioner's Office

The Information Commissioner's Office (ICO) is the UK's independent body set up to uphold information rights. You can make a complaint to the ICO about our use of your information at any time on 0303 123 1113 or via their website at <https://ico.org.uk/>. Of course we'd like to try and help you with any problems you are having first, so please consider raising any issue or complaint you have with NGCV first. Your satisfaction with our services is very important to all of us and we will always strive to resolve any problems and complaints you have wherever possible. You can contact us at: [lucy.deprez@twmuseums.org.uk](mailto:lucy.deprez@twmuseums.org.uk)

We keep our privacy notice under regular review. You are advised to visit this page periodically in order to keep up to date with any changes. By continuing to use our services you will be deemed to have accepted such changes. This privacy notice was last updated on 26<sup>th</sup> November 2018.

## Appendix 1

The lawful bases for processing are set out in Article 6 of the GDPR. At least one of these must apply whenever you process personal data:

- (a) Consent:** the individual has given clear consent for you to process their personal data for a specific purpose.
- (b) Contract:** the processing is necessary for a contract you have with the individual, or because they have asked you to take specific steps before entering into a contract.
- (c) Legal obligation:** the processing is necessary for you to comply with the law (not including contractual obligations).
- (d) Vital interests:** the processing is necessary to protect someone's life.
- (e) Public task:** the processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.
- (f) Legitimate interests:** the processing is necessary for your legitimate interests or the legitimate interests of a third party unless there is a good reason to protect the individual's personal data which overrides those legitimate interests. (This cannot apply if you are a public authority processing data to perform your official tasks.)