

BALTIC Privacy Policy: Learning & Civic Engagement

ABOUT THIS NOTICE

This Privacy Notice describes

- What information we collect from you
- How it may be used
- How it may be shared
- Your rights under the General Data Protection Regulations (GDPR)

BALTIC Centre for Contemporary Art is made up of Baltic Flour Mills Visual Arts Trust, a registered charity registered in the UK, (charity no: 1076251 and Baltic Contemporary Visual Arts Trading Ltd (Registration Number: 4345367). These two legal entities act as one company, this policy extends to both parts equally and is not considered data sharing.

This Privacy Policy and the examples contained in it relate specifically to data stored and processed in relation to Learning & Civic Engagement activity.

WHAT DATA DO WE COLLECT, HOW DO WE COLLECT AND HOW IS IT USED?

BALTIC collect, store and use data throughout Learning and Civic Engagement in order to carry out the various functions of delivering activities and operating the organisation.

If you are a teacher or a representative of a community group and you have given us your name/contact details to arrange for your group to visit BALTIC, or for BALTIC to deliver an off-site activity, we will store your contact details in association with the event. BALTIC will not collect or handle the names of individual children or group members.

Representatives of groups may be asked to sign in for their visit and if you have asked for permission to take photos you may be asked to sign a photography policy which will be kept; these constitute legal permissions and may be kept in line with relevant legislation.

If BALTIC has taken photographs in which you appear and you have agreed to BALTIC's use of such an image you may be asked to sign a model release form, any such forms will be securely retained in a locked cabinet, with access limited to members of the Learning and Civic Engagement Team.

If you sign up to a ticketed event, (either paid or free), through a service like Eventbrite, any payments will be made through Eventbrite's payment gateway.

BALTIC will not be involved in the process of collecting, storing or processing this payment. BALTIC will have access to any contact details provided and to transactional data telling us which events you have bought tickets for so that we can control entry to events. If you agree to being added to the mailing list we will add your contact details to the mailing list at that time.

If you are an Art Mix Member, BALTIC will store your contact data including your name, address and email, and personal data including your date of birth. BALTIC may also store consent data for example the name of your parent or guardian. BALTIC will collect statistical data about the group for example the total number of members and demographics of the group, this data may be used in future funding applications, submitted to organisations like the Arts Council or used in publications about the work that BALTIC does with such groups. In these cases, reports and publications will not include any individual's personal data.

From time to time the Learning and Civic Engagement team may use social media to engage specific audiences, for example Art Mix Members Groups or Instagram. BALTIC may have access to any information that you have agreed to share with that channel. This data may include your name/username, demographic information and access to content that you have posted. BALTIC may use this information for statistical purposes to help understand the size or demographic makeup of our audience. We may also use contact details to send you a response to a comment or question that you may have raised.

If you visit the Learning and Civic Engagement pages of the BALTIC website or download learning resources, we may store cookies on your computer. Cookies contain information about the device you are accessing our site from, your browser and when you last accessed our website, and where you linked to our website from. This helps us deliver the best browser experience for your device and helps us understand the ways our customers are using the site. We may also collect information about which pages you have visited using Google Analytics or similar services.

BALTIC's website contains links to other websites. We are not responsible for the privacy practices of other organisations and advise you to read their privacy policies.

BALTIC occasionally hold events like the 'Self-Publishing Artist's Market', where individuals apply to take part by submitting their name and contact information. Such information will be collected using an online service like submittable.com and data will be used for the purpose of evaluating such applications and communicating about the event.

If you engage in correspondences with BALTIC electronically or in writing, BALTIC may retain this correspondence if applicable in order to reply and in-line with any relevant legislation.

BALTIC sometimes work with specialist organisations to provide workshops and activities for special groups of visitors for example children and vulnerable adults. Where such activities may lead to production of art work that could be considered sensitive (or part of a medical record or history) any such activity will take place under the supervision of the specialist organisation and any artwork produced will be removed by them. BALTIC will never collect, store or process such records.

If you have subscribed to BALTIC's mailing list, attended events, made a purchase from the BALTIC shop, or taken out a membership BALTIC may also hold data pertaining to those activities. You can find further details of what data BALTIC may hold and how it's used in the privacy notice on the website at BALTIC.ART.

WHO DO WE SHARE YOUR DATA WITH?

We will never sell, rent, or trade your personal data.

We may disclose your data to service providers who render services to us (or to you on our behalf). Any such organisation is contractually obligated to act only on our instructions and in accordance with applicable laws, including GDPR. An example of this might be using MailChimp to manage send you email communication, where we upload your contact data in order to send you an email. Other examples would include Salesforce, Eventbrite and submitable.com.

We may have to disclose your personal data, if required by law or to enforce our legal rights, but we will only share such information, as we are obliged to lawfully comply with the request.

As a charity we have a number of stakeholders, including The Arts Council England, Newcastle and Gateshead councils, a number of funding bodies and our board of trustees, with whom we may share broad statistical data, such as the number of people attending an event. This does not include individuals' personal data.

HOW DO WE STORE YOUR DATA AND HOW LONG DO WE STORE IT?

We store your data on secure servers as covered by the guidelines of GDPR, Only those staff that need to see your data will have access to it, and strict password policies are in use.

Where paper records are kept these will be stored in a secure cabinet and will be locked away. Where these records are entered into a digital system paper records will be securely shredded once transferred.

When data is stored within a hosted environment (for example on MailChimp), that data will also be stored in compliance with the GDPR guidelines).

Personal data will not be kept by BALTIC for longer than necessary, in relation to the purpose for which such data is being stored or processed. An example of this might

that we will keep you on our mailing list while you continue opening our emails and will remove you after a period of a year if you have not engaged with us.

WHAT ARE YOUR RIGHTS?

Your rights under the European General Data Protection Regulations that come into force in May 2018 are summarised below:

Your rights	What does it mean
Right of Access	To know if we have your data and to see it.
Right to Rectify	To correct your data if you believe it is inaccurate
Right of Portability	The right to request a copy of your data in a common machine readable format that can be transferred to another organisation or database.
Right of Erasure	To have some or all of your data deleted (where legally possible)
Right not to be Profiled	The right not to be subject to a decision based on automated processing.
Right to Restrict Processing	To opt out of processing your data in a particular way without necessarily deleting it.
Right to withdraw consent	If you have provided consent, you may withdraw this at any time.
Right to Object	You have the right to register and objection if an organisation continues to process your data or send you direct marketing on the grounds of scientific/historical research or legitimate interests or public interest.

You can exercise your rights at any time by contacting BALTIC at data@balticmill.com

HOW DO YOU UPDATE YOUR DATA WITH US?

If you would like to contact us at any time, to find out more about what data we may have about you, how we process or share data, to update your data, or to have your data deleted from our records please contact data@balticmill.com or learning@balticmill.com.

You can call BALTIC on 0191 478 1910 or speak directly to the Learning and Civic Engagement Team on 0191440 4924, or you can write to us at BALTIC Centre for Contemporary Art, Gateshead Quays, South Shore Road, Gateshead, NE8 3BA