



Privacy Policy: North East Contemporary Arts Network (NECVAN)

1.0 RESPECTING YOUR PRIVACY AND SAFEGUARDING YOUR DATA

The North East Contemporary Visual Arts Network (NECVAN) is a group currently coordinated by BALTIC Centre for Contemporary Art. The NECVAN group forms part of the larger national CVAN network.

Any data collected, stored or processed by the NECVAN Network Manager on the group's behalf will be subject to the principles of BALTIC's Data Protection Policies. Any data that you choose to share directly with other group members will fall outside of this policy.

NECVAN are committed to upholding your privacy and taking care of your personal data. This policy outlines what, why and how NECVAN collects, processes and stores your personal data securely in compliance with the General Data Protection Regulation.

2.0 WHAT PERSONAL DATA DOES NECVAN COLLECT FROM YOU?

You will only ever be asked for the below data:

- Name
- E-mail
- Organisation (if appropriate)

2.1 WHAT OTHER DATA MAY NECVAN COLLECT?

- Permission to share your data with the national CVAN network
- Permission to be added to the NECVAN's mailing list
- Activity data (if for example if you use a service like Eventbrite to book a place for a networking event, we may track that activity)
- IP address

2.1.1 COOKIES

A cookie is a small piece of data that is sent from the CVAN web server to your device. It is stored on your computer/device and helps the server to understand your browser's requirements, for example which resolution to display images at. A cookie cannot read data from your computer other than the data in the cookie itself. You can reset your browser to refuse cookies or alert you when a cookie is being sent.

2.1.2 BUYING TICKETS

In addition to the personal data listed in section 2.0, when purchasing tickets (including paid for, free or donations tickets) via NECVAN's third party ticketing platform, Eventbrite, legally required generic financial transaction information is stored. This data is stored by Eventbrite; NECVAN does not use this data to identify you. Your personal data is only added to NECVAN's mailing list if you give consent for us to do so. Personal data given when reserving free tickets will be stored on the Eventbrite platform for contact purpose only. Personal and transactional data is permanently deleted after 12 months.

3.0 HOW DOES NECVAN USE YOUR DATA?

NECVAN collects your data to allow you to receive regular newsletters with news and opportunities from the region's contemporary arts sector when given specific permission to do so.

4.0 HOW DOES NECVAN COLLECT YOUR DATA?

Through one or more of the following ways:

- a) Choose to sign up to NECVAN's mailing list either via NECVAN's online data capture form on www.cvan.art/north-east, via data capture hardcopy forms at NECVAN events.
- b) Purchase or reserve tickets to NECVAN events via the third party ticketing platform, Eventbrite.
- c) Via northeastartmap.com. Anonymous data from the site is recorded via Google analytics. Email addresses of people with editing permissions are held the back end of the site. All editors can delete themselves via their own login. The website is password protected and uses the WordPress platform.
- d) If you apply for a position on NECVAN's Advisory Group, we will collect personal information from you for example your name, qualifications and employment history. This allows us to determine whether you are a suitable candidate. The data may be collected electronically or in writing (by post) and may be collected directly or through a partner (for example through a specialist on line jobs website). The data will be processed by NECVAN and may be shared with the relevant Department Head or interview panel. If your application is successful this data will be added to your ongoing personnel record. The data for any unsuccessful candidate will be marked for deletion at an appropriate time after the recruitment process is complete.

NECVAN may ask candidates to fill out an equality and diversity monitoring questionnaire to ensure that we have equality and diversity within the recruitment process. This data is anonymous and be kept for

statistical or legal reasons, summary data may be shared with partners such as governmental departments and the Arts Council.

- e) If you are a freelance artist or individual paid directly by NECVAN, you will be paid via BALTIC's payment system. BALTIC will store details of any such payment on their accounting systems and will use a third party payment provider to process these payments. These may include Yorkshire Bank, and Western Union and BALTIC will pass them the bank details required to make such payments, and identify individual transactions.
- f) If you engage in correspondences with NECVAN electronically or in writing, NECVAN may retain this correspondence if applicable in order to reply and in-line with any relevant legislation.
- g) If you visit our website, 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.
- h) If you engage with us on social media, for example on our Facebook page, Instagram or Twitter accounts we will have access to any information that you have agreed to share on that channel. This may include your name/username, demographic information and access to content that you have posted, we may use this information for statistical purposes to help understand the size or demographic make up of our audience. We may also use contact details to send you a response to something that you may have raised.

5.0 HOW DOES NECVAN STORE YOUR DATA?

Your data is held securely in MailChimp and Eventbrite platforms in compliance with GDPR rules or within password protected files on BALTIC secure servers in a domain protected network environment.

6.0 HOW DO YOU UPDATE THE DATA BALTIC HOLD ON YOU?

NECVAN endeavours to keep your personal data accurate and up to date. If you become aware of errors or inaccuracies, please e-mail adriennec@balticmill.com with "UPDATE MY RECORDS" in the subject bar or alternatively call 0191 440 4906.

7.0 WHAT ARE YOUR RIGHTS?

Your rights	What does it mean
Right of Access	To know if NECVAN 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 organization 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 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 organization 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's Data Controller at it@balticmill.com

If you choose not to share your data NECVAN will be unable to share arts information and opportunities with you.

8.0 WHO DOES NECVAN SHARE YOUR DATA WITH?

NECVAN may share you data with service providers such as Mailchimp that NECVAN use to deliver products and services to you or on your behalf.

NECVAN will only share your data with the wider national Contemporary Visual Arts Network (CVAN) so that the national network can contact you with information and opportunities where appropriate.

You may change this preference at any point by sending an e-mail to adriennec@balticmill.com with "THIRD PARTY PERMISSION" in the subject bar or calling 0191 440 4906.

NECVAN supplies anonymous data to Arts Council England and to the NECVAN Advisory Group.

We may also share anonymous data with CVAN for research purposes.

9.0 HOW DO I UNSUBSCRIBE FROM E-MAIL FROM NECVAN?

If you would like to not receive any email communications from NECVAN you can unsubscribe by clicking "unsubscribe" at the bottom of the emails you would no longer like to receive. Alternatively if you would like the data collected via any of the above channels to be permanently deleted you send an e-mail to adriennec@balticmill.com with "PERMENANTLY DELETE" in the subject bar or call 0191 440 4906.

10.0 EXTERNAL LINKS

The CVAN website (cvan.art) contains links to other websites. Although the majority

of them are CVAN's cultural partners NECVAN is not responsible for the privacy practices of these and you should read their own privacy information. The information and usage described here, applies only to personal data collected by NECVAN.

11.0 RETENTION PERIOD

The data NECVAN stores is reviewed every 12 months. If you have not responded to communications for a prolonged period, for example if you have not opened an email over a 12 month period we will ask for your consent to keep your data or delete it. Personal data processed for any purpose(s) shall not be kept for longer than is deemed necessary.

If you applied for a position on NECVAN's Advisory Group, there is a legal requirement for BALTIC to retain that data for 12 months, after which NECVAN will delete the data.

12.0 NECVAN's PROMISE TO YOU

NECVAN promises to not share your information with any third-party (other than those stated in this policy) unless you give us permission to do.

Should you have any questions or queries please e-mail BALTIC's data controller on it@balticmill.com