



Privacy Notice

for Brewery Performers & Artists

Kendal Brewery Arts Centre (The Brewery) is committed to a policy of protecting the rights and privacy of our customers. In accordance with General Data Protection Regulations 2018, this Privacy Notice outlines the basis on which any personal data we collect from you, or that you provide to us, will be stored, processed and deleted by the Brewery.

Who we are and how to contact us

The Kendal Brewery Arts Centre Trust Ltd is the Data Controller for this organisation.

Our address is The Brewery Arts Centre, 122a Highgate, Kendal, Cumbria. LA9 4HE

Tel No: 01539 722833

Our Controller's Representative is Richard Foster, Chief Executive Officer.

richard.foster@breweryarts.co.uk 01539 722833 ext. 238

Our Information Commissioner's Office Registration No is Z4869165

Information we may collect from you

We will only collect enough personal data from you to enable us to consider your wish to perform or exhibit here and/or enable you to perform/exhibit at The Brewery. We may collect and process data about you that you provide directly or via your agent or that is available in the public domain (ie your own website).

The information you give us may include but may not be limited to your name, address, email, phone number, National Insurance Number and bank details.

How we will use the information you give us

We will use the information you give us to enable us to:

1. consider your application/interest in performing or exhibiting at The Brewery.
2. contract you to perform or exhibit.
3. advance, market and technically support your performance or exhibition.
4. make payments due to you for your performance or exhibition.

The legal basis we will adopt for processing your data.

We will only use your personal information when the law allows us to on the following bases:

1. **Consent:** by submitting a request to perform or exhibit at The Brewery you are giving consent for us to consider your application and enter into a contract with you.
2. **Contract:** the processing of your data is necessary to enter into and administer the performance/exhibition contract with you.
3. **Legal obligation:** the processing is necessary for the Brewery Arts Centre to comply with the law (not including contractual obligations).

Who will process your data?

Your data will only be processed by designated members of the Brewery Arts Centre, in particular the Programming/Visual Arts, Marketing, Technical departments.

How will data be stored and managed?

The organisation has put in place measures to protect the security of your personal information. It has internal policies, procedures and controls to prevent your personal information from being accidentally lost or destroyed, altered, disclosed or used or accessed in an unauthorised way. In addition, we limit access to your personal information to those employees, workers, agents, contractors and other third parties who have a business need to know in order to perform their job duties and responsibilities.

Where we use an external processor to store and manage your data such as our programming and booking software (Intrashare), we have ensure that these providers are fully GDPR compliant and have their own systems in place to keep your information secure.

Transferring Personal Information Outside The European Economic Area

Your data will not be transferred outside the European Economic Area without your consent or if there is a legal obligation to do so.

How long will your data be stored?

Below we identify the length of time we will process your data.

- Artists submitting requests to perform/exhibit work - **1 year**
- Artists who perform or exhibit work – **7 years**

Your rights

You have a number of statutory rights. Subject to certain conditions, and in certain circumstances, you have the right to:

- request access to personal information - this is usually known as making a data subject access request and it enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it
- request rectification of personal information - this enables you to have any inaccurate or incomplete personal information we hold about you corrected
- request the erasure of personal information - this enables you to ask us to delete or remove personal information where there's no compelling reason for its continued processing
- restrict the processing of personal information - this enables you to ask us to suspend the processing of personal information, e.g. if you contest its accuracy and so want us to verify its accuracy
- object to the processing of personal information - this enables you to ask us to stop processing personal information where we are relying on the legitimate interests of the business as our legal basis for processing and there is something relating to your particular situation which makes you decide to object to processing on this ground.

Access request

Based on your individual rights you can request access to personal information held by contacting the Brewery Arts Centre's Data Controller at richard.foster@breweryarts.co.uk.

- The Brewery Arts Centre will not charge for complying with a Data Subject Access Request
- We will respond to your Access Request within 30 days
- We reserve the right to refuse or charge for a request which the Data Controller considers to be manifestly unfounded or excessive. The Brewery Art Centre will inform you of the Data Controller's decision within 30 working days. The Brewery Arts Centre will charge £10 + VAT per hour for the time taken to process a manifestly unfounded or excessive request. If you disagree with the assessment of the Data Controller you have the right to complain to the Information Commissioner's Office (ICO) or seek judicial remedy.

Data breaches

The Brewery Arts Centre has a duty to report certain types of data breach to the ICO, and in some cases to contact you e.g. when it could result in discrimination, damage of reputation, financial loss, loss of confidentiality or any other significant economic or social disadvantage to you.

Information Commissioner's Office (ICO)

If you think your data has been misused or that the Brewery hasn't kept it secure, you should contact us.

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richard.foster@breweryarts.co.uk 01539 722833 ext. 238

If you're unhappy with our response or if you need any advice you should contact the Information Commissioner's Office (ICO).

Telephone: **0303 123 1113**.

<https://www.gov.uk/data-protection/make-a-complaint>

May 2018