

GDPR & Privacy Statement

Northern Print Studio Ltd Stepney Bank, Newcastle upon Tyne, NE1 2NP

Information Commissioner's Office Registration No: Z8160950

Updated March, 2023



Introduction

Northern Print is a studio, gallery and education space all dedicated to printmaking. Learning and participation are at the heart of what we do. We support artists in their professional practice as well as working with school groups and running a programme of classes and events for everyone.

Northern Print Studio Ltd is committed to transparency about how we process and keep your data safe. Our GDPR process policy provides you with clear information about how we process and protect your data, including how to exercise your rights relating to your data.

Lawfulness, fairness and transparency

Northern Print Studio Ltd is committed to protecting and respecting your privacy while remaining compliant with UK General Data Protection Regulation (UK GDPR), tailored by the Data Protection Act 2018 (DPA). This policy sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us.

We have an Information Governance Framework embedded within the organisation, which is compliant with the General Data Protection Regulation.

Identity & Contact Details for the Data Protection Officer

Northern Print Studio Ltd is the Data Controller and the Trustees of Northern Print Studio Ltd are ultimately responsible for the implementation of the Data Protection and GDPR regulations. However, they have appointed a Data Protection Officer, Anna Wilkinson, who will deal with day to day matters and may be contacted at by email at enquiry@northernprint.org.uk

You can also contact Northern Print Studio Ltd by post at: Stepney Bank, Newcastle Upon Tyne, Tyne & Wear, NE1 2NP.



Use of Information

We will use your information to provide and personalise our service. Where we collect personal data, we may store this securely in both hard copy and electronic copy. This data may be used to compile reports that comply with contractual requirements and for general administration purposes. We ensure that the provisions and obligations imposed by the Data Protection Act 2108 and Data Protection Principles together with any subsequent re-enactment or amendment thereof in storing and processing personal data, are complied with at all times. We may use your information to send you news about products or services which we think may be of interest to you. We will never pass your personal data to anyone else, except for any suppliers that process data on our behalf.

Lawful basis for processing personal data

Northern Print Studio Ltd collects and processes personal data for several different purpose:

Provision of services

The legal basis for processing personal data for the purpose of providing services to our customers is either to fulfil our contractual obligations to customers or in the pursuit of related legitimate interests including maintaining accurate records relating to accounting and finance, monitoring the quality or improving our service offer.

Business development including fundraising

The legal basis for processing personal data for the purpose of business development is the pursuit of our legitimate interest in developing our business and undertaking sales and marketing activities, including fundraising. We acquire personal data from a number of sources including directly from data subjects, from referrals, from social media platforms, and from our own research activities such as reviewing websites. We will retain personal and services may be of interest to prospects, customers and former customers.

Procurement of services

The legal basis for processing personal data for the purpose of procurement is the pursuit of our legitimate interest in maintaining efficient and effective procurement processes. Personal data we collect from suppliers and prospective suppliers is usually supplied directly by the data subject or their employer. We will retain personal information we collect through our



procurement processes for as long as we need to comply with accounting and taxation rules, policies and conventions.

Legal obligation

There are circumstances whereby we are legally required to collect personal data. When you enter the Northern Print premises, we collect personal data for health and safety and building evacuation purposes. When you become a studio member or sign up for a workshop we may request and/or receive "sensitive personal information" about you. For example, if it is relevant, we may need access to information about your health or access needs in order to provide you with appropriate support and services.

Consent

Northern Print Studio Ltd asks for consent when a subject joins the general mailing list through Mailchimp and /or through Shopify and when a subject fills out a form to become a member of the Northern Print studio.

Consent to keep visual personal data, such as a photographic record will be requested at the time, for a specific purpose, and recorded in our photographic consent log.

Recording and managing ongoing consent

If a member of the Northern Print mailing list does not interact with (open or click) an email within a 12 month period; the subject will receive an email asking for ongoing consent to remain in contact. If that email is not actioned the subject will be removed from the Northern Print mailing list.

When a studio member renews their membership (12-month period), they have the option to renew or withdraw consent and in all cases a subject may exercise their right to withdraw consent by emailing enquiry@northernprint.org.uk or telephoning 0191 261 7000.



Information we may collect from you

The personal information that we collect will depend on your relationship with us and how you approach us – please see the Information Classification Flowchart attached for more information. We will collect different personal information depending on whether you are a customer, a beneficiary or another third party. In most cases the information we collect will be classified as 'Personal/Confidential'.

Legitimate Interests of Northern Print Studio Ltd

We may use your information for other specific legitimate purposes such as:

- To ensure that content we provide is presented in the most effective manner for you.
- To provide you with information, products or services that your request from us or which we feel may interest you, where you have either explicitly consented to or we believe we have a legitimate interest in.
- To carry out our obligations arising from any contracts entered between you and us.
- To notify you about changes to our business or service.

We do not sell rent or lease customer lists to third parties.

Processors & Subprocessors

Northern Print Studio Ltd uses a number of processors and sub processors in order to deliver its services. We regularly review all the processors to ensure that they align with our own data security and privacy processes and ethics.

Storage of information

All information provided to us is either stored electronically on Microsoft SharePoint servers or stored securely in a locked cupboard as a paper based hard copy. We do our best to protect your personal data, however, we cannot guarantee the security of your data while being transmitted to us - any transmission is at your own risk. Once we have received your information, we use strict procedures and security features to prevent unauthorised access.

Access to personal data is limited to personnel who need access and when personal data is deleted this is done safely such that the data is irrecoverable.



Cookies

When browsing northernprint.org.uk data is collected by cookies. A cookie is a small piece of data that is sent from Shopify's web server to your browser and stored on your hard drive. A cookie cannot read data off your hard disk other than the cookie itself, files created by other websites, and will not damage your system.

We use cookies on our website to understand more about our users and to improve their experience across our website:

- We use cookies on our website to recognise a computer when a user visits the website
- Track users as they navigate the website
- Improve the website's usability
- Analyse the use of the website
- Administer the website
- Prevent fraud
- Improve the security of the website

Analytics Cookies

We use Google Analytics Universal to analyse the use of our website. Our analytics service provider generates statistical and other information about website use by means of cookies. The information generated relating to our website is used to create reports about the use of our website. It can also be used to help improve Google's products and services. Our analytics service provider's privacy policy is available at: policies.google.com/privacy. You can reset your browser to refuse cookies or alert you when a cookie is being sent. To find out more about cookies and how to delete them, visit allaboutcookies.org. To find out more about how Shopify uses cookies please visit shopify.com



Retention Period

We regularly review data retention periods in accordance with The General Data Protection Regulation guidelines and keep personal data for enough time to complete the function for which it was collected, unless:

- a) you ask for us to remove it
- b) we believe that you are no longer interested in our business
- c) we no longer need it for the purposes it was collected

Your Individual Rights

As a Data Subject (individual) which Northern Print Studio Ltd, process information on behalf of, you have the right to:

- Rectification and data quality
- Erasure including retention and disposal
- Restrict processing
- Data portability
- Object
- Automated decision-making including profiling

You have the right to make a Data Subject Access Request to Northern Print Studio Ltd if you wish to determine what information we hold on you. We welcome these requests and once your identity has been confirmed we aim to respond within 72 hours of receipt.

You also have the right to lodge a complaint with the Supervisory Authority (Information Commissioners Office (ICO)) in the UK - www.ico.org.uk, should you feel that we have not handled your information in line with legislative and regulatory requirements.



Data Breach

If a data breach occurs, Northern Print Studio Ltd will:

- Investigate the cause of the breach
- Take action to contain the breach
- Assess the likelihood and severity of risk to any of a data subject's rights

Where personal data has been sent to someone who is not authorised to have access to it, Northern Print Studio Ltd will:

- Inform the recipient not to distribute it in any way or discuss it with anyone else
- Inform the recipient to destroy or delete the data, and require them to confirm in writing that they have done so
- Where relevant, inform the data subject(s) so they can take any necessary action

If there is a risk to the individual(s) rights, Northern Print Studio Ltd will notify the ICO within 72 hours of becoming aware of the breach. If a risk is unlikely, there is no requirement for Northern Print Studio Ltd to report the data breach to the ICO.



Changes to our GDPR Policy

We may change this policy from time to time. If we make significant changes in the way we treat your personal information, or the policy, we will make it clear on our websites or by email, so that you are able to review the changes.

Contact

If you have any questions, comments or requests regarding this privacy policy please email enquiry@northernprint.org.uk or post to Northern Print Studio Ltd, Stepney Bank, Ouseburn, Newcastle upon Tyne, NE1 2NP

Updated March, 2023

Retention period	- 12 months	- 12 months after membership has ended	- Indefinitely
How is it updated?	- NP staff in reception as person enters and exits building	- Annual membership renewal	- In the event of an accident or injury
Who has access to it?	- NP staff - Emergency services	- NP staff	- NP staff - Emergency services
How is it held?	 Paper in locked cupboard Microsoft Sharepoint 	- Paper in locked cupboard - Microsoft Sharepoint	- Paper in locked cupboard
Legal basis for processing	- Consent - Legal obligation	- Consent	- Consent - Legal obligation
What is the information used for?	- Health & safety - Visitor numbers	 Manage membership Ensure provision in place for health restrictions Emergecny contact 	- To comply with legal obligations
What information is collected?	Building Visitors - Name - Reason for visit - Enter time - Exit time	 Studio Membership First Name Last Name Title Title Pronouns Pronouns Pronouns Pronouns Pronouns Pronouns First Name Email Special Medical Conditions Emergency Contact Name Emergency Contact Telephone 	Accident Book - Name - Address - Postcode - Nature of injury - Treatment given

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Northern Print Information we may collect from you



Retention period	 School details: 12 months after last engagement Attendee first names: destroyed afetr workshop 	- Anonymised data is stored Indefinitely	- Indefinitely
How is it updated? R	- By NP staff at point of making a booking -	- When a visitor to the gallery or an attendee to a workshop chooses to complete a survey	- At the point of taking a photograph or film
Who has access to it?	- NP staff - Workshop tutor	- NP staff - Arts Council England	- NP staff
How is it held?	- Paper in locked cupboard - Microsoft Sharepoint	- Paper in locked cupboard - Microsoft Sharepoint	- Microsoft Sharepoint - Public domain (social/ web)
Legal basis for processing	- Consent - Legal obligation	- Consent	- Consent
What is the information used for?	 Minimum requirement to deliver activity Safety register if in need of evacuation 	- To understand the diversity of our audiences.	 To promote the work of Northern Print digitally and in print.
What information is collected?	School/Community Workshop - School Name - Name - Address - Postcode - Telephone - Work Email - Accounts Mame - Accounts Email - Attendee First Names	Monitoring Data Various personal data relating to racial origin, religion, sex, sexual orientation etc. that are classed as protected characterist ics under the Equality Act 2010 and requested by funding bodies such as Arts Council.	Photographs / Film Records

Information we may collect from you

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Northern Print Information Classification Flow Chart



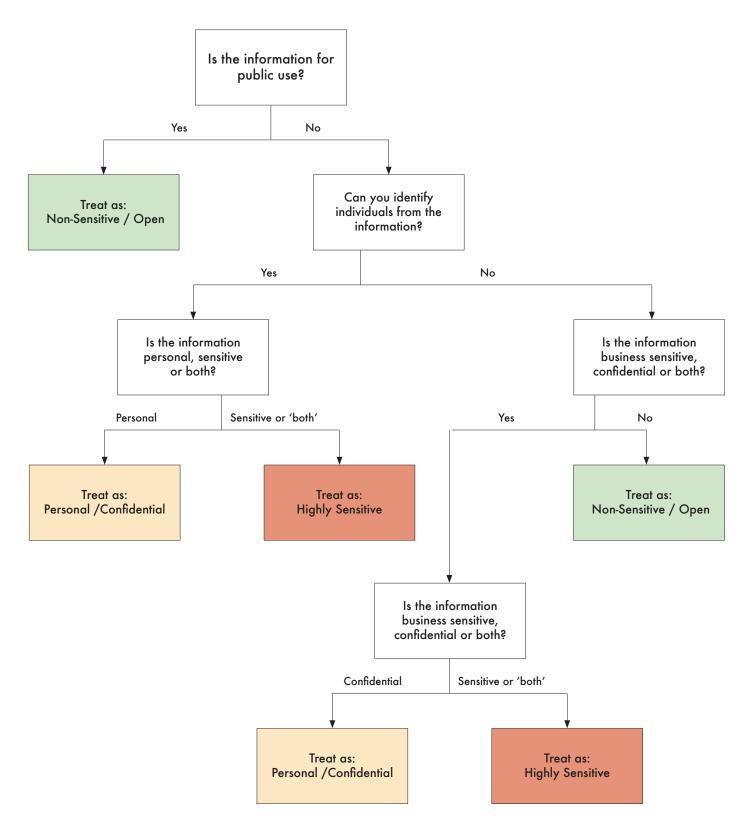
Information Classification Flow Chart

This flow chart should be used to help determine which classification each piece of information should be classified as. Note that it is possible for one piece of information or document to have different classifications throughout its lifetime. For instance, commercially sensitive information may become less sensitive over time.

Where on set of information contains a range of information, such as a database, the highest classification should be applied to the whole set of information.

Northern Print Information Classification Flow Chart





Northern Print Subject Access Request Form



Your name:	Date of request:				
Name of data subject:					
Type of request:					
 Right of access Right to rectification and data quality Right to erasure including retention and disposal Right to restrict processing Right to data portability Right to object Rights related to automated decision making including profiling 					
Data subject identity confirmed	Completed				
Notes:					

Northern Print Processor Contract Links



Processor Contracts

Provider	Contract / Addendum
Shopify	https://www.shopify.com/uk/legal/dpa
Paypal	https://www.paypal.com/us/legalhub/data-protection
Worldpay	https://www.fisglobal.com/-/media/fisglobal/files/pdf/policy/privacy/worldpay-privacy-notice-english.pdf
Novuna (Own Art)	https://www.novuna.co.uk/consumer-finance/privacy-notice
Mailchimp	https://mailchimp.com/en-gb/legal/data-processing-addendum
Google	https://policies.google.com/privacy
Instagram	https://help.instagram.com/155833707900388
Facebook	https://www.facebook.com/about/privacy/previous
Twitter	https://twitter.com/en/privacy
Linkedin	https://www.linkedin.com/legal/privacy-policy
Vimeo	https://vimeo.com/privacy
Youtube	https://www.youtube.com/intl/ALL_uk/howyoutubeworks/our-commitments/protecting-user-data/
Pinterest	https://policy.pinterest.com/en-gb/privacy-policy
Flickr	https://www.flickr.com/help/privacy
Microsoft	https://privacy.microsoft.com/en-gb/privacystatement

Sub Processor Contracts

Shopify sub-processors:

https://help.shopify.com/en/manual/your-account/privacy/subprocessors