

## Privacy Notice – Arts & Culture

This notice sets out how Eastleigh Borough Council (EBC) uses and protects any information that you give for the purpose of administration of theatre participation and performers/volunteers.

Eastleigh Borough Council (EBC) is committed to protecting and respecting the privacy of your personal data. As a registered Data Controller (Reg. no. Z7118863), we comply with the General Data Protection Regulations 2018 (GDPR). Our full privacy notice can be found at [www.eastleigh.gov.uk/privacy](http://www.eastleigh.gov.uk/privacy).

### Why do we need your personal information?

<p><b>1. The personal data that we hold includes information such as:</b></p>	<p><b>Why we use personal information about you:</b></p>
<p>Name, address, contact details for participants</p> <ul style="list-style-type: none"> <li>• Payment details</li> <li>• DOB</li> <li>• Emergency contact details</li> <li>• Participants medical details</li> <li>• Payments (debit/credit cards)</li> </ul>	<ul style="list-style-type: none"> <li>• Ticket purchase for events</li> <li>• Bookings for workshops/classes/youth theatre</li> <li>• Hire of the Venue</li> </ul>
<p><b>Who we may share your data with includes but not limited to:</b></p>	<ul style="list-style-type: none"> <li>• Theatre staff</li> <li>• D@art staff who conduct ticket sales</li> <li>• Etch website developers</li> <li>• Internal audit</li> </ul>
<p><b>Lawful basis for using your personal data:</b></p>	<ul style="list-style-type: none"> <li>• Article 6 (1) (a) – consent</li> <li>• Article 6 (1) (b) – contract (volunteers &amp; performers)</li> </ul>
<p><b>Lawful basis for using your special personal data:</b></p>	<ul style="list-style-type: none"> <li>• Article 9 (2) (g) – substantial public interest</li> </ul>
<p><b>2. The personal data that we hold includes information such as:</b></p>	<p><b>Why we use personal information about you:</b></p>
<p>Name, address, contact details,</p> <ul style="list-style-type: none"> <li>• DOB</li> <li>• Ethnicity</li> <li>• Age</li> <li>• Sexuality</li> </ul> <p>Name, address. Contact details for charity staff</p>	<ul style="list-style-type: none"> <li>• Information gathered through Google docs for surveys (e.g. for National Portfolio organisation)</li> <li>• application forms for some projects</li> <li>• records relating to membership and members of charities re</li> </ul>

<ul style="list-style-type: none"> <li>• Medical details where relevant of participant</li> <li>• Emergency contact information where relevant</li> </ul>	participation of the theatre
Who we may share your data with includes but not limited to:	<ul style="list-style-type: none"> <li>• Theatre staff</li> <li>• Communications &amp; Marketing</li> <li>• Internal Audit</li> </ul>
Lawful basis for using your personal data:	<ul style="list-style-type: none"> <li>• Article 6 (1) (e) – Public task</li> </ul>
Lawful basis for using your special personal data	<ul style="list-style-type: none"> <li>• Article 9 (2) (g) – substantial public interest</li> </ul>
<b>3. The personal data that we hold includes information such as:</b>	<b>Why we use personal information about you:</b>
Name, address, contact details for performers and volunteers <ul style="list-style-type: none"> <li>• NOK</li> <li>• Signature</li> <li>• Order/invoice details</li> <li>• VAT numbers</li> <li>• Payment details</li> </ul>	<ul style="list-style-type: none"> <li>• The hiring of volunteers at the theatre venues</li> <li>• Details of companies/artists (including freelance performers) performing within the venues</li> </ul>
Who we may share your data with includes but not limited to:	<ul style="list-style-type: none"> <li>• Theatre staff</li> <li>• Comms &amp; Marketing staff</li> <li>• Finance</li> <li>• HR</li> <li>• Companies/artists</li> <li>• Internal audit</li> </ul>
Lawful basis for using your personal data:	<ul style="list-style-type: none"> <li>• Article 6 (1) (b) – contract</li> </ul>
Lawful basis for using your special personal data	<ul style="list-style-type: none"> <li>• Article 9 (2) (b) – employment</li> <li>• Article 9 (2) (g) – substantial public interest</li> </ul>
<b>The personal data that we hold includes information such as:</b>	<b>Why we use personal information about you:</b>
<ul style="list-style-type: none"> <li>• Name, address, contact details</li> </ul>	To manage Social Media for direct messages about bookings and general enquiries via Facebook
Who we may share your data with includes but not limited to:	<ul style="list-style-type: none"> <li>• Theatre Staff</li> <li>• Comms &amp; Marketing staff</li> <li>• Internal Audit</li> </ul>
Lawful basis for using your personal data:	<ul style="list-style-type: none"> <li>• Article 6 (1) (f) – Legitimate Interest</li> </ul>
Lawful basis for using your special personal data	<ul style="list-style-type: none"> <li>• Article 9 (2) (g) – substantial public interest</li> </ul>

## Who we might share your information with

Your personal information will be treated as confidential, but it may be shared with other Council services in order to provide services, meet our legal obligations as a Local Authority, ensure our records are accurate and up-to-date and improve the standard of the services we deliver. It may also be shared with external organisations involved in delivering services on our behalf where the Council has a lawful basis to do so. We will only use your information in ways which are permitted by the General Data Protection Regulation and the UK Data Protection law.

- The Council has a duty to protect the public funds it administers and may use the information you have provided or share it with other bodies for the purpose of preventing and detecting fraud. This includes participation in the Cabinet Office [National Fraud Initiative](#).
- We will NOT use your personal data for marketing products or services.

In the course of conducting our business, we may from time to time conduct voluntary surveys to collect information about how our services are performing, what improvements we could make and other information about the demographics and make-up of the borough. Only statistical information is ever shared, used or analysed from these surveys.

## How long we keep your data

We retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purpose of satisfying any legal, accounting or reporting requirements, or to fulfil statutory obligations. Full information regarding retention periods for the different types of data can be found on our website in the [retention and disposal](#) schedule.

## Data Protection Officer

If you wish to ask us anything about data protection, ask for a copy of your data or you have a complaint about how we have used or looked after your data, you can contact our Data Protection Officer at:

Data Protection Officer  
Eastleigh Borough Council  
Eastleigh House  
Upper Market Street  
Eastleigh SO50 9YN

Email: [DP@eastleigh.gov.uk](mailto:DP@eastleigh.gov.uk)

For more information on Data Protection in general, or if you wish to make a complaint relating to how your personal data has been used, please contact:

The Office of the Information Commissioner  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AX

Website: [www.ico.org.uk](http://www.ico.org.uk)

Email: [casework@ico.org.uk](mailto:casework@ico.org.uk)