



Newcastle Circus Arts (NCA) Privacy Policy

Last Updated: 16/3/25

1. Introduction

Newcastle Circus Arts CIC ("NCA", "we", "our", "us") is committed to protecting the privacy and security of personal data. This privacy policy explains how we collect, use, and protect your information in accordance with data protection laws.

2. Data Storage and Security

- We store personal data securely via our website provider, **WIX** and exported on a **secure spreadsheet**.
- We do not sell, rent, or share personal data
- Personal data is accessed only by authorised staff and practitioners who require it for legitimate purposes related to participation in our programmes.

3. Data Sharing and Consent

- **We will always ask for consent before sharing personal information.**
- In some cases, we may need to share **specific and relevant personal information** between **teachers and facilitators**. This will only occur in situations concerning:
 - Accessibility requirements
 - Educational needs
 - Safeguarding concerns
 - Supporting the best teaching practices for an individual
- The data shared will not include **personal contact details** except for **emergency contact information** that the participant has consented to provide.
- This type of data sharing falls under the category of "**special category personal data**" as outlined in data protection regulations.

4. Safeguarding and Information Sharing

- Practitioners **must not assume** that someone else will pass on critical safeguarding information.
- If a practitioner has concerns about a **child's welfare or safety**, they must share this information with **local authority children's social care and/or the police** as appropriate.
- Practitioners should be particularly aware of the need to share information when a child moves from **one local authority to another**, ensuring that vital knowledge related to their safety is not lost.

5. Data Protection Rights

Individuals have the right to:

- Request access to their personal data.
- Request correction or deletion of their data where applicable.
- Withdraw consent at any time regarding the use of their data (excluding safeguarding obligations).

For any **privacy-related inquiries**, please contact **Hannah at hannah@newcastlecircusarts.com**.

By engaging with Newcastle Circus Arts, you agree to this privacy policy and our commitment to data protection and safeguarding.