

## Privacy Notice

At Culture Syndicates, we take your privacy seriously and will only use your personal information to administer your account and to provide the products and services you have requested from us.

This Privacy Notice seeks to inform you of our compliance to the Data Protection Act 1998 and the General Data Protection Regulation.

The information we hold consists of:

<b>Data</b>	<b>Status</b>	<b>Data source</b>	<b>Shared?</b>
Employee data (including potential candidates)	Personal data	Data subject	No
Freelancer data	Personal data	Data subject	No
Subcontractor data	May contain personal data	Data subject	No
Advisory Panel and project advisory panel data	May contain personal data	Data subject	No
Marketing lists	May contain personal data	Public information. Where personal information, source is data subject	No
Focus group data	May contain personal data	Data subject	With client
Surveying data	Not applicable, if small scale and anonymised	Data subject	With client
EMMS members	May contain personal data	Data subject	With EMMS
EMMS marketing lists	May contain personal data	Public information. Where personal information, source is data subject	With EMMS
EMMS subcontractor data	May contain personal data	Data subject	With EMMS
EMMS employees	Personal data	Data subject	With EMMS
EMMS Board	May contain personal data	Data subject	With EMMS

Data on individuals for Culture Syndicates' company operations is not shared with external partners unless necessary, in compliance with our lawful basis for data processing.



Culture Syndicates have access to East Midlands Museums Service (EMMS) data during a partnership agreement to undertake their administration. This also complies with their lawful basis for data processing.

Data on audiences captured through audience surveying is anonymised where possible. Where contact details are captured, a privacy notice is included to gain consent at the time of sign up. This data is shared with clients, under our lawful basis for data processing.

Culture Syndicates' Data Protection policy and procedures ensures that data held is collected, stored and disposed of, and breaches are reported, in compliance to the current regulations.

If you have concerns or questions, please contact us.