



DATA SHARING AGREEMENT



Section 1 – Who is involved in the agreement and what are their roles?

This agreement details the sharing of personal data between The Eastgate Theatre & Arts Centre and Music in Peebles. Date commencing: 1st April 2019.

Data Controller	Eastgate Theatre & Arts Centre Eastgate Peebles EH45 8AD Key Contact: Caroline Adam, General Manager
Data Processor	Music in Peebles Eastgate Theatre & Arts Centre Eastgate Peebles EH45 8AD Key Contact: John Fox, President
Data Subjects	Music in Peebles season ticket holders ('subscribers')

Section 2 – What is the purpose of sharing the data?

Purpose	Music in Peebles enabled to contact subscribers with newsletters and details of future concert seasons.
Benefits to Data Controller	Strengthens relationship with Music in Peebles and its audience.
Benefits to Data Processor	Allows Music in Peebles to know its core audience for analytical, communication, promotional and audience development purposes.
Benefit to Data Subject	Being informed about past and forthcoming Music in Peebles concerts and other related events in the local area.

Section 3 – What is each party's responsibility?

Data Controller	Eastgate Theatre will hold and process subscribers' personal data in accordance with its Privacy Policy which is available at http://eastgatearts.com/privacy-policy/ . The subscription application form will inform subscribers that their data will be shared with Music in Peebles.
Data Processor	Music in Peebles will hold and process subscribers' personal data in accordance with its Privacy Notice which is available at www.musicinpeebles.org.uk . Personal data will not be shared with other external parties.

Section 4 – What are each party’s rights?		
Data Controller	<p>The Eastgate Theatre has the right to:</p> <ul style="list-style-type: none"> • collect, store and process subscribers’ personal data in order to issue season tickets on behalf of Music in Peebles; • use such data for marketing purposes in the same way as other personal data collected as part of the ticketing process, and only in accordance with its Privacy Policy which is available at https://eastgatearts.com/privacy-policy/; • share such data with Music in Peebles under the terms of this Agreement. 	
Data Processor	<p>Music in Peebles has the right to:</p> <ul style="list-style-type: none"> • receive subscribers’ personal data from the Eastgate Theatre under the terms of this Agreement; • use such data to maintain a list of subscribers for the purposes of sending out season ticket renewal notices, newsletters and other communications relating to Music in Peebles activities; • otherwise use such data in accordance with its Privacy Notice which is available at www.musicinpeebles.org.uk. 	
Data Subjects	<p>Data subjects have the right to unsubscribe from communication from Music in Peebles and to request that their personal data is deleted. They also have the right to submit a Subject Access Request and to have this handled as set out in Section 5.</p>	
Section 5 – What if something goes wrong?		
Data Breach	<p>Eastgate Theatre and Music in Peebles will take all reasonable steps to ensure personal data is not lost, destroyed, corrupted or stolen. In the event of any breach of data security, Eastgate Theatre and Music in Peebles will inform the data subjects impacted at the earliest opportunity and will work together, and with any relevant external agencies, to investigate and address any security issues.</p>	
Subject Access Request	<p>Subject access requests will be responded to within one month – if this timescale is likely to be exceeded, the request will be acknowledged within a month, with an explanation of why the timescale will be extended and by how long.</p>	
Section 6 – Names and dates		
	Data Controller	Data Processor
Name	Caroline Adam General Manager, Eastgate Theatre	John Fox President, Music in Peebles
Date	1 May 2019	1 May 2019