

Generator Privacy Policy

Last updated June 2026

Who We Are

Generator North East Ltd ("Generator", "we", "us", or "our") is the Data Controller for personal information collected through our organisation and any programmes, projects, initiatives, services, events, websites, or activities delivered by Generator North East Ltd. We are committed to protecting your privacy and handling your personal information responsibly.

This includes activities delivered under the Generator brand as well as project-specific brands and initiatives operated by Generator North East Ltd.

Throughout this Privacy Policy, references to "Generator", "we", "us", or "our" refer to Generator North East Ltd and all programmes, projects, initiatives, and services for which it acts as the Data Controller.

We do not sell, rent, or trade your personal information to third parties.

Data Controller: Generator North East Ltd

Company Number: 03670235

Registered Address:

Live Theatre

27-29 Broad Chare

Newcastle upon Tyne

NE1 3DQ

General Email: mail@generator.org.uk

Data Protection Contact: Alice Fuller, alice@generator.org.uk

ICO Registration Number: Z2445836

How We Collect Information

We may collect information when you:

- Apply for a programme, funding opportunity, placement, mentoring scheme, or event
- Register for workshops, conferences, showcases, networking events, or training activities
- Subscribe to our mailing lists or newsletters
- Complete surveys, monitoring forms, evaluations, or feedback questionnaires
- Contact us by email, telephone, social media, or through our website
- Engage with our staff, freelancers, mentors, partners, or delivery organisations
- Attend Generator events or activities
- Provide information as part of a funded project, programme, or partnership

We may also receive information from trusted delivery partners, educational institutions, event partners, and other organisations where there is a lawful basis to do so.

What Information We Collect

Depending on how you engage with Generator, we may collect:

- Contact Information
- Name
- Email address
- Telephone number
- Postal address
- Postcode
- Personal Information
- Date of birth
- Employment status
- Educational attainment
- Caring responsibilities
- Information about barriers to participation
- Professional and Creative Information

Where relevant, we may collect:

- Biographies
- CVs and professional profiles
- Portfolio and social media links
- Creative interests and specialisms
- Project proposals and applications
- Creative outputs submitted as part of programmes
- Equality Monitoring Information
- For some programmes and funded activities, we may collect information relating to:
 - Ethnicity
 - Disability status or long-term health conditions
 - Gender identity
 - Sexual orientation
 - Socioeconomic background

This information helps us monitor accessibility, diversity, inclusion, and participation across our programmes.

Programme and Event Information

We may also collect information relating to:

- Applications and registrations
- Attendance records
- Surveys and evaluations
- Mentoring and business support activities
- Industry networking and professional development opportunities
- Communications and correspondence with Generator
- Financial Information

Where relevant, we may collect:

- Bank details
- Invoicing information
- Payment records

Why We Collect This Information

We collect and use personal information to:

- Deliver programmes, events, workshops, mentoring, and services
- Communicate opportunities, updates, and relevant information
- Assess eligibility for funded opportunities
- Manage event registrations and attendance
- Support accessibility and participation requirements
- Monitor programme outcomes and impact
- Meet contractual obligations with funders and partners
- Improve our services and future programme delivery
- Manage safeguarding, health and safety, and legal responsibilities
- Maintain financial and administrative records
- Promote and communicate our work
- Funding, Monitoring and Evaluation

Many of our programmes are publicly funded. As part of delivering funded activity, we may collect information to monitor participation, outcomes, and impact. This helps us:

- Understand who we are reaching
- Improve our services
- Demonstrate the value of our work
- Meet reporting requirements set by funders

Wherever possible, monitoring and evaluation data is anonymised and reported in aggregate form.

Special Category Data

Some of the information we collect, such as ethnicity, disability status, gender identity, or sexual orientation, is classified as "special category data" under UK GDPR.

We only collect this information where necessary and lawful to do so, including for:

- Equality, diversity and inclusion monitoring

- Accessibility and support requirements
- Programme delivery
- Safeguarding purposes
- Funder reporting requirements

Where possible, this information is anonymised before being shared or reported.

Our Legal Basis for Processing

Under UK GDPR, we process personal information using one or more of the following lawful bases:

- Consent
- Contract
- Legal obligation
- Legitimate interests
- Public task, where relevant to publicly funded activities

Where we process special category data, we do so in accordance with applicable UK GDPR provisions and only where a lawful condition applies.

Who We Share Information With

We may share information where necessary to deliver programmes, services, and contractual obligations. This may include:

- Delivery partners
- Freelancers and mentors
- Universities and colleges
- BBC Introducing
- Funding bodies
- Evaluation and research partners
- Professional advisers
- Auditors and regulators where required by law

Funders generally receive anonymised and aggregated reporting information.

Where identifiable information needs to be shared to facilitate programme delivery, mentoring, placements, referrals, or funded opportunities, we will only do so where there is a lawful basis.

International Data Transfers

Some of the systems and service providers we use, including cloud-based software platforms, may process personal information outside the United Kingdom. Where this occurs, we ensure that appropriate contractual, technical, and organisational safeguards are in place in accordance with UK GDPR requirements.

Photography, Video and Recording

Generator regularly photographs, films, and records activities at events, workshops, conferences, showcases, and programme activities.

These materials may be used for:

- Marketing and communications
- Social media
- Websites
- Publications
- Reports to funders
- Promotional materials
- Archival purposes

Attendees will be informed where photography, filming, or recording is taking place.

If you do not wish to appear in photographs, videos, or recordings, please speak to a member of the Generator team at the event or contact us in advance. We will make reasonable efforts to accommodate your request.

Where photographs, interviews, or recordings focus specifically on an individual for promotional purposes, we may request additional consent.

How We Store Information

We use appropriate technical and organisational measures to help keep personal information secure. Information may be stored using systems including:

- Microsoft 365
- Monday.com
- Eventbrite
- Xero

Access to information is restricted to authorised staff, contractors, and delivery partners who require access for legitimate business purposes.

How Long We Keep Information

We only keep personal information for as long as necessary. Retention periods may vary depending on:

- Funding requirements
- Audit requirements
- Legal obligations
- Operational needs

Programme and project records may be retained for up to seven years following completion where required by funders, auditors, or legal obligations.

When information is no longer required, it will be securely deleted or anonymised.

Children and Young People

Most Generator programmes and activities are intended for people aged 18 and over. However, we occasionally work with children and young people through outreach, education, skills, and engagement activities.

Where we collect information relating to individuals under 18, we take additional steps to ensure information is collected, used, and protected appropriately and in accordance with safeguarding and data protection requirements.

Where appropriate, we will obtain parental or guardian consent and ensure suitable safeguarding measures are in place before collecting or using personal information relating to children and young people.

Your Rights

Under UK GDPR, you have the right to:

- Access your personal information
- Request correction of inaccurate information
- Request deletion of information in certain circumstances
- Restrict how information is processed
- Object to certain types of processing
- Withdraw consent where processing is based on consent
- Request transfer of your information where applicable

Accessing Your Information

You can request a copy of the personal information we hold about you by contacting:

Thomas@generator.org.uk

We will normally respond within one month.

Keeping Your Information Safe

We use appropriate technical and organisational measures to safeguard personal information, including secure systems, access controls, staff training, and regular review of our practices.

In the event of a data breach that is likely to affect your rights and freedoms, we will comply with our legal obligations, including notifying the Information Commissioner's Office (ICO) and affected individuals where required.

Complaints

If you have concerns about how we use your information, please contact us at complaints@generator.org.uk first so we can try to resolve the issue.

You also have the right to lodge a complaint with the Information Commissioner's Office (ICO).

Changes to This Policy

We may update this Privacy Policy from time to time to reflect changes in legislation, guidance, organisational practices, or our services.

Significant changes will be highlighted on our website and, where appropriate, communicated directly to users.

The most current version of this policy will always be available on our website.

Contact Us

Generator North East Ltd
Live Theatre
27–29 Broad Chare
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NE1 3DQ

Email: mail@generator.org.uk

Data Protection Contact: Thomas Bagnall, Thomas@generator.org.uk