



# PRIVACY POLICY

AWA DANCE  
ADVANCING WOMEN'S  
ASPIRATIONS WITH DANCE  
WWW.AWADANCE.ORG  
INFO@AWADANCE.ORG  
REGISTERED CHARITY 1188235

# PRIVACY POLICY

This Privacy Policy explains how we will use any personal information we collect about you.

## WHAT INFORMATION DO WE COLLECT ABOUT YOU?

We collect your personal information when you donate, purchase our products, services, tickets for events and/or receive information about our work and events. We also collect information when you voluntarily complete customer surveys, provide feedback, interact on our social media sites and participate in any discount offers. Website usage information is collected using cookies.

The personal information we use may include:

- Full name and contact details (e.g., home and email addresses, home and/or mobile telephone numbers)
- Records of products and services purchased
- Date of birth and/or age for safeguarding children and other legal requirements
- Education, professional qualifications, work history and references for our volunteers
- Personal information about persons connected to you such as legal guardians, legitimate carers and referees. You must have their authority to provide their information to us.

We only process your personal information as is necessary:

1. To carry out contractual obligations for purchases of products, services, tickets and other contracts you make with us.

2. For legitimate interests including:

- Where we have consent and/or recently had agreed/consensual contact with you and may wish to contact you again about events, products, services and/or news about the charity. You can unsubscribe from further contact or update your preferences at any time.
- For fundraising activities, if you have supported us before, registered an interest in hearing about this area of work or to make first contact if your contact information is in the public domain. You will be able to unsubscribe from further contact.
- For surveys, market research and developing statistical data that allow us to better serve the dance sector. Your participation is not compulsory, and information will be anonymised (or not capable of identifying you) in any final reports.
- To send you consensual marketing communications.

You have the 'right to object' to all legitimate interests relating to you.

3. To comply with a legal obligation including:

- Compliance with legal and regulatory requirements and related disclosures e.g. work with children and vulnerable groups, HMRC for Gift Aid
- Exercising your rights under data protection law and making rights' requests
- Verifying your identity under data protection law, other legal and regulatory requirements and related disclosures.
- The establishment and defence of legal claims and rights

4. Based on your consent including:

- Sending you marketing, fundraising, advocacy and other communications about us where you've given us consent to do so
- Contacting references where you consented to this
- Any information that may put you at risk of unlawful discrimination i.e. Special Category Data, such as racial or ethnic origin, health, sexual orientation. We seek your consent to provide a fairer service based on equality and we take care to ensure that sensitive information is encrypted.

- Providing information on your health including injuries that may be passed to specialists on your consent.

You can withdraw your consent at any time, and we will work to action this within one month or less of the request. Please note that withdrawal of consent from one category does not mean withdrawal from other activities you've given consent to. Withdrawal of consent may also affect what we can do for you.

## WHO DO WE SHARE YOUR INFORMATION WITH?

We may share your information with:

- Payments online, by phone or at events: payment systems (PayPal, Eventbrite) to process your payments for products and/or services. For more information, please see PayPal and Eventbrite privacy notices.
- Online donations: payment systems (CAF Donate & Big Give) online who may transfer your information to HMRC where you've consented to Gift Aid. For more information, please see CAF Donate & Big Give privacy policies.
- Event registration and ticket purchases: Eventbrite who may use your information to issue receipts or tickets. For more information, please see Eventbrite's privacy policy.
- E-Newsletters and digital marketing communications: For more information, please see Mailchimp's privacy policy.
- Social media: including but not limited to, Facebook, Twitter, YouTube and Instagram. For more information, please see the "Terms & Conditions" of the relevant software platform.
- Other parties connected to you where you have given consent to contact them as referees, legal guardians or legitimate carers.
- Government bodies and agencies in the UK: Disclosure & Barring Service for DBS checks; HMRC for Gift Aid; The Information Commissioner's Office; Arts Council England.
- Courts or tribunals to comply with legal requirements and for the administration of justice.
- Sub-contractors who help us provide you with products and services e.g. catering, access, technical and accommodation requirements.
- Emergency services to protect your vital interests.
- Anyone else where we have your consent or as required by law.

## HOW LONG DO WE HOLD YOUR INFORMATION FOR?

We will hold your personal information for as long as is necessary to meet the purpose for which it was originally collected.

For contracts, we may hold your personal information for 6 years from the date the contract has been satisfied in accordance with the Limitation Act 1980 unless any of the exceptions apply.

Where you have given your consent for collecting your personal information, we may hold it for as long as your consent is not withdrawn. We aim to refresh your consent after a reasonable period subject to the exceptions above.

Where you have given consent for direct marketing, we will stop processing your data once we receive a withdrawal of your consent.

Where we may have collected your personal information to meet a legal obligation (e.g. DBS checks, HMRC, safeguarding children) we will hold your data in accordance with the retention periods given by legal and regulatory bodies and subject to the exceptions below.

Exceptions: We may hold your personal information for longer than originally collected for archiving, keeping statistical information, to defend or make a legal claim or for as long as a claim may be brought against us or made by us and/or in accordance with legal

and regulatory requirements.

Your personal information is always held securely. Access to customer information is strictly controlled.

Your rights:

- Right to be informed. You have the right to be informed about the collection and use of your personal data. This Privacy Notice meets this;
- Right to access your personal information and rectify it. You have the right to confirm that your data is being processed and to access the information we hold about you. You have the right to have inaccurate data rectified or completed if it is incomplete. You can make these requests verbally or via email;

We will aim to address these requests separately within one month following the date of your access or rectification request or three months if it is complex to address.

Where access or rectification requests are manifestly unfounded or excessive, we may charge a fee or refuse to respond. Where we refuse to respond we will explain why, and you have the right to complain to the Information Commissioner's Office.

- Right to erasure (the "right to be forgotten"). You have the right to render your data unusable by us now and in the future where:
  - Your personal information is no longer necessary for the purposes we originally collected it for;
  - You have informed us that you've withdrawn your consent;
  - You object to direct marketing from us including fundraising approaches;
  - You object to any of the legitimate interests listed in 'What information do we collect about you?';
  - We did not collect your information lawfully in accordance with the Data Protection Act 2018;
  - Where we must comply with legal and regulatory requirements.

We give emphasis to personal information collected from children where they may have joined social media groups and/or may no longer be a child as they may not have been aware of the risks at the time, they may have given consent to us.

Your right to erasure may not apply where we hold your information for one of the following reasons:

- To exercise the right of freedom of expression and information;
- To comply with a legal obligation;
- For the performance of a task carried out in the public's interest or in the exercise of official authority;
- For archiving purposes in the public interest, scientific or historical research or statistical purposes where erasure is likely to render impossible or seriously impair the achievement of these purposes;
- For the establishment, exercise or defence of legal claims.

Where an erasure request is manifestly unfounded or excessive, we may charge a fee or refuse to respond. Where we refuse to respond we will explain why, and you have the right to complain to the Information Commissioner's Office.

- Right to restrict processing. You have the right to request that we only store your personal information but not use it. This right only applies where:
  - You contest the accuracy of your personal information, and we are working to verify the accuracy of your information;
  - We did not collect your information lawfully in accordance with the Data Protection Act 2018;
  - We no longer need your personal information, but you need us to keep it to establish, exercise or defend a legal claim;

- You have objected (see “Right to object”) to us using your personal information and we are considering whether legitimate grounds override the nature of the objection.

We will not process your restricted information in any way except to store it, unless:

- You give your consent to continue processing it;
- It is for the establishment, exercise or defence of a legal claim;
- It is for the protection of the rights of another person (natural or legal); or
- It is for reasons of important public interest.

You can make this request verbally or in writing. Where an erasure request is manifestly unfounded or excessive, we may charge a fee or refuse to respond. Where we refuse to respond we will explain why, and you have the right to complain to the Information Commissioner’s Office.

- Right to object. You have the right to object to:
  - Processing based on legitimate interests (see “”) or the performance of a task in the public interest/exercise of official authority (including profiling);
  - Direct marketing (including profiling); and
  - Holding information for purposes of scientific/historical research and statistics.

You must have “grounds relating to your particular situation” to exercise your right to object to processing for research purposes. If we are conducting research where the processing of personal data is necessary for the performance of a public interest task, we are not required to comply with an objection to the processing.

- Right to object to processing based on legitimate interests and the performance of a legal task. You have the right to object to:
  - Processing based on legitimate interests (see “What information do we collect about you?”) or the performance of a task in the public interest/exercise of official authority (including profiling);
  - Direct marketing (including profiling); and
  - Holding information for purposes of scientific/historical research and statistics.

You must have an objection on “grounds relating to your particular situation”. We will stop processing your personal information unless:

- We can demonstrate compelling legitimate grounds for holding your information after considering your rights and expectations;
- It is for the establishment, exercise or defence of a legal claim;
- Right to object to direct marketing: You have the right object to direct marketing. We will stop processing your personal information purposes as soon as we receive an objection. There is no ground for exemption;
- Right to data portability: You have the right to move, copy or transfer personal data easily from one IT environment to another in a safe and secure way, without hindrance to usability.

**The right to data portability** only applies:

- to personal data an individual has provided to a controller;
- where the processing is based on the individual’s consent or for the performance of a contract; and
- when processing is carried out by automated means.

We are only able to provide some personal information in CSV format and are unable to provide data portability for data outside of this format.

We will aim to action the request within one month following the date of your request or three months if it is complex to address. If we are unable to meet your request, we will explain why, and you have the right to complain to the Information Commissioner’s Office.

## HOW TO CONTACT US?

For data protection matters, you can contact us via post: 12 The Limes, Worthing, West Sussex, BN11 4HY, via email [info@awadance.org](mailto:info@awadance.org) or by phone +44 7482 878252 (WhatsApp available).

## HOW TO MAKE A COMPLAINT?

You can complain using the “How to contact us” details above. You also have the right to complain to the Information Commissioner’s Office which has enforcement powers and can investigate compliance with data protection law: [www.ico.org.uk](http://www.ico.org.uk)

## USE OF SITE BY CHILDREN

We do not market to children, nor do we sell products or services for purchase by children. We do sell products and services for end use by children, but for purchase by adults. If you are under 18, you may use our site only with consent from a parent or guardian.

## INTERNATIONAL DATA TRANSFERS

Our website and servers are situated in the UK; however, we may collect information from users outside the UK and outside European Union (EU). This information will be transferred to the UK from any other country in which you may be located and will be subject to UK data protection laws rather than the laws of a non-EU country in which you are resident. We may also infrequently transfer information outside the EU for participation in conferences, research and events related to our work.

## OTHER WEBSITES

Our website contains links to other websites. This privacy policy only applies to this website so when you click on links to other websites you should read their own privacy policies.

## CHANGES TO OUR PRIVACY POLICY

We keep our privacy policy under regular review, and we will place any updates on this web page.