

Dance Creative Privacy Policy

Our contact details

Name: Dance Creative

Address: 149 Ravencroft, Bicester OX26 6YF

Phone Number: 07815 120727

E-mail: info@dance-creative.co.uk

Date Policy Completed: 21st October 2021

The type of personal information we collect

We currently collect and process the following information:

- Personal identifiers, contacts & characteristics (name, address, phone number, mobile number, email address & date of birth)
- Personal information about current health, access needs, medication & medical history including vaccinations
- Personal contact details (phone/mobile number) for your emergency contact
- Monitoring information about age, gender, disability, ethnicity, long term health conditions, physical activity levels, and mental health

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- To contact you with information about our work
- To keep an up to date record of medication, health, & vaccines
- To contact your named emergency contact in the unlikely event of an accident or incident while you are participating in a Dance Creative activity
- To collect monitoring data

We use the information that you have given us in order to:

- Ensure that you are informed about Dance Creative's classes, projects, performances and other relevant information
- Assess risk and consider the health and safety of our activities
- Evaluate and communicate the benefits of our activities to funders, partners, and other relevant organisations

We may share the monitoring data with our funders and partners, including Awards for All and Active Oxfordshire. However, this data is anonymous and you can choose not to provide the information if you do not want. We will never pass on your personal information including identifiers or contacts to another organisation or individual without your consent.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

(b) We have a legitimate interest

The legitimate interest for our collection and storage of data is outlined in our Legitimate Interest Assessment, a copy of which can be provided on request. This assessment is summarised by:

- **Why we want to process the data** – health and safety/risk assessment; contact with information about classes and other activities; contact emergency contact in case of accident/emergency; collect data/statistics on physical and mental health to assess & communicate benefit and pass on to funders & partners where required
- **Who benefits from the processing and how** – participants because they are kept safe and informed; funders and partners because they can use the data to assess and inform about the benefits of the activity; Dance Creative because we can use the data to assess and inform about the activity's benefits, including in funding applications, and pass on information about our work/activities
- **Wider public benefits to the processing** – contributing to wider research about the benefits of dance
- **How important are those benefits** – important for the general public's mental and physical health, particularly of older people & people with long term health conditions as we come out of the pandemic
- **The impact if we couldn't go ahead** – potentially serious risks for health and safety if we do not have accurate and up to date medical/health information; decline in physical and mental health for participants and the general public if we cannot communicate our work and its benefits
- **Would our use of the data be unethical or unlawful in any way** – no

How we store your personal information

Your information is securely stored in a password protected computer spreadsheet. It is shared only within Dance Creative with those who require the information to carry out their jobs effectively and safely – for example, with contracted Lead Dance Artists and Dance Assistants. It is not shared with volunteers, but relevant information for health and safety reasons may be communicated with volunteers if the Lead Dance Artist deems it appropriate. A hard copy of the registration forms and the spreadsheet is kept in a secure location with the Lead Dance Artist.

We keep personal information including contact details and medical information for as long as you participate in one of our classes or activity, and we ask you to update this information on an annual basis, or if any of the information changes. If you decide that you no longer wish to attend one of our classes or projects, we will dispose of your information by deleting it from the computer spreadsheet and shredding the original registration form. We will keep monitoring data in the same

way for a maximum of 3 years and will then dispose of this information in the ways outlined above.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at info@dance-creative.co.uk/07815120727 if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at info@dance-creative.co.uk or phone 07815 120727.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>