**Privacy Statement – Dance Professionals Fund**

This Privacy Statement outlines the way in which we use and disclose personal data that is provided to us. Dance Professionals Fund(DPF) recognises that your privacy is very important, so it is equally as important to us that you are confident with the way we handle your personal information.

DPF is committed to safeguarding the privacy of personal data and complying with the UK Data Protection Act 1998 and the European General Data Protection Regulation (2016/679) of the European Parliament 2018.

DPF is registered as a Data Controller with the Information Commission. DPF is the Data Controller for the purposes of collecting your information from our site.

Current legislation provides rights for individuals in relation to their personal data. To find out more about what these rights mean for you, refer to the Information Commissioner's website: [https://ico.org.uk](https://ico.org.uk/)

**What is Personal Data?**

Personal data includes any data that relates to a living individual who can be identified from that data. This may include an individual’s name, address, telephone numbers and/or email address.

Types of personal data collected and held by DPF:

Data may come from applicants, employees, supporters, volunteers, trustees and donors. Where necessary, for instance to process grant applications we will hold other relevant data such as financial and health related information.

**How we collect personal data**

The charity receives and stores personal information supplied to us either in writing, via email, via the telephone or in person. We sometimes receive personal information from third parties, for example, a welfare advisor, charity, agency or organisation who refers you to our service.

The information we hold will be accurate and up to date within our knowledge.

**Purpose of using personal data**

DPF principally collects personal information to provide you with the services, products or information you have requested. Where we use your information, it will be because you have consented to us doing so.   Some examples can be found below:

* You have given your consent to use the information for a specified purpose (including grant administration)
* For marketing purposes, e.g. our quarterly newsletter
* We have a legal obligation to use your information, for example to claim Gift Aid

**How long we keep your personal information**

When the personal data is no longer needed it will be destroyed or permanently rendered anonymous. Examples might be that the application process has been completed, or that volunteering, employment or trusteeship have terminated. As a rule, we will hold your information for a period of up to 3 years from the end of your relationship with the Charity in accordance with our data retention policy. Please see our full Data Protection Policy for details.

**If you don’t want Dance Professionals Fund to process your personal data**

Individuals have the right to request access to and rectification or deletion of their personal data or restrict processing at any point from when personal data is provided to us.

The Charity will comply with all legal obligations including GDPR when we hold your data. If you have any reason why we should amend, delete or restrict use of your data, please contact us to discuss your concern.

We will keep a record for you until such time as you tell us that you no longer wish to be in touch with us (to exercise your right to be forgotten). In this instance Dance Professionals Fund will delete the majority of your personal data it holds, but will maintain basic personal data (name, address, email address and contact number) to ensure that we do not accidentally create a new record unless consent to create a new record is received. However, if you tell us that you don’t want us to keep basic personal data about you, we will delete this.

Everyone has the right to object to Dance Professionals Fund processing their personal data for any or all of the purposes set out in this Privacy Notice and can do so at any time. If you wish to object, please email and tell us what type of personal data you don’t want us to process (for example, your name, address, details of your enquiry) and/or in what area of our work you don’t want your personal data used (see above for descriptions). Where you exercise this right you will no longer receive the service that you have requested to be excluded from, unless you inform us to re-instate this again.

**Access to personal information**

You have a right to request copies of the data held about you by DPF. To do so, please send us a Subject Access Request to info@dancefund.org.uk. There is a charge for this of £10.

**Storage and security of personal data**

To prevent unauthorised access, maintain data accuracy, and ensure the correct use of information, we have put in place appropriate physical, electronic, and managerial procedures to safeguard and secure the information we collect.

**Disclosure of Information**

Your data is treated as strictly confidential and is only disclosed to third parties who have a need to access it, to fulfil the DPF’s objectives. In these instances appropriate data sharing processes will be adhered to.

The DPF may share applications with partner charities where it may be in the applicant’s best interest to do so.

We may also share personal data with organisations, known as ‘data processors’, to process data on our behalf. We do not permit these parties to use such information for any other purposes than to perform the service instructed by us.

We may also need to disclose your information if required to do so by law. For example, we are legally required to provide your data to HMRC if you have agreed to us claiming Gift Aid on your behalf, and your donation has not been processed through CAF donate (see below).

**Visitors to Dance Professionals Fund website**

When someone visits www.dancefund.org.uk we use Google Analytics to collect standard internet log information and details of visitor behaviour patterns. This information is processed in a way that does not identify anyone.

Google Analytics stores information about what pages you visit, how long you are on the site, how you got there and what you clicked.

**Cookies**

A cookie is a small piece of data that is sent from our web server to your brower. It is stored on your hard drive. You can reset your browser to refuse cookies or alter you when a cookie is being sent. You cannot be identified by cookies.

**Links to other websites**

Dance Professionals Fund is not responsible for the content and practices of third party websites. Although we have links with each organisation you should read their own privacy information.

**Online Donations**

All our online donations are processed by CAF Bank through its CAF Donate facility.

Information provided by our donors to the CAF Donate Service is processed by CAF Donate, who are the Data Processor. Where CAF Donate holds our donors’ Personal Data, CAF Donate does so as agent for the Dance Professionals Fund and, therefore, the Dance Professionals Fund remains the Data Controller.

CAF Donate will hold the following information:

* Name and address, either postal or email, for those who have opted in to receive further communications;
* Bank account number, name and sort code (used for processing Direct Debits);
* Gift amount, purpose, date and method of payment (including cheque numbers or payment references);
* Tax Status and Gift Aid Declaration information where gift aid can be reclaimed;

**Marketing and Newsletters**

Dance Professionals Fund would like to keep in touch with you to let you know about the work that we do. By submitting your email, address and phone number through our site you are agreeing to being contacted in these ways by Dance Professionals Fund. You can unsubscribe from these communications at any time.

If you do not wish to continue receiving information from us please email us at social@dancefund.org.uk or telephone us at 01273 234011.

**Consent**

By providing us with your personal data you consent to the collection, storage and use of any information you provide in accordance with the above purposes.

You can withdraw your consent at any time. Please contact us if you want to do so by emailing info@dancefund.org.uk

**Contact us**

* If you have any questions or comments about our privacy practices or this Privacy Statement
* If you want to make use of any of the above rights, or other rights that you may have in relation to your personal data
* If you wish to view our full Data Protection Policy
* If you have other questions or requests

If you have any questions, please do not hesitate to email us or write to:

Data Protection Controller,
Dance Professionals Fund,
113 Queens Road

Brighton

East Sussex

BN1 3XG
info@dancefund.org.uk