



Steel Valley Beacon Arts

Company No: 12845448

Charity No: 1192514



Privacy Notice

We appreciate that you are trusting with information that is important to you, and we want to be transparent about how we use it.

You will learn about the data we collect, how we use it, the controls we give you over your information, and the measures we take to keep it safe.

Specifically we will cover:

- Information we collect
- How we use information
- How information is shared
- Your rights to access and control your information
- Data retention
- Our policies for children
- Information security
- Changes to this policy
- Who we are and how to contact us

INFORMATION WE COLLECT

When you join Steel Valley Beacon Arts (SVBA), we collect the following information:

Membership information: some information is required to ensure we can keep in contact with you whilst you are a member of SVBA.

- your name
- your address
- your date of birth
- your email address
- your contact number
- your emergency contact details

Additional information: with your permission we also collect your image in the form of photographs and video clips.

HOW WE USE INFORMATION

We use the information we collect for the following purposes:

Communications: We use your information when need to send you production notifications and respond to you when you contact us. We also use your information to promote new productions or events you may be interested in.

Promote safety and security: We use your information in the event of an emergency or safeguarding situations.

Marketing: We use your information (images and names) to promote our productions.

SVBA Archive: We use your information to maintain an archive of our productions and group history.

For personal data subject to GDPR we rely on your consent as our legal basis for processing. You may withdraw your consent at any time by contacting our Data Officer.

HOW YOUR INFORMATION IS SHARED

We do not share your personal data except in the limited circumstances described below.

For legal reasons or to prevent harm: We may preserve or disclose information about you to comply with a law, regulation, legal process or government request; to assert legal rights or defend against legal claims, or threats to the physical safety of any person.

We may share non-personal information that is aggregated or de-identified so that it cannot reasonably be used to identify an individual. We may disclose such information publically and to third parties, for example, in public reports about our productions, or as part of funding applications.

YOUR RIGHTS TO ACCESS AND CONTROL YOUR PERSONAL DATA

Editing and deleting data: You can update your membership data by requesting and completing a change of details form. We will update your membership data within one week of receiving your form.

You can cancel your membership of SVBA at any time by requesting and completing a membership termination form. We will delete your data within one week of receiving your notification.

Objecting to data use: You can object to the use of your personal data in any of the ways described in the HOW WE USE INFORMATION section by requesting and completing a change of details form.

Restricting or limiting data use: You can seek to restrict our use of your data in certain circumstances. Please note you can always terminate your membership at any time.

If you need any further assistance with your rights, please contact our Data Officer.

DATA RETENTION

We keep your membership information, like your name, email address and contact information for the duration of your membership and up to six months from an elapsed renewal date.

We keep personal data in the form of images, marketing material and production notes as part of our archive indefinitely.

OUR POLICIES FOR CHILDREN

We appreciate the importance of taking additional measures to protect children's privacy.

SVBA allows parents to register their child for membership on their behalf and their membership. A child's membership is subject to a separate Privacy Policy for Children. Parents or Guardians must consent to the use of their child's data in accordance with the Privacy Policy for Children in order for them to become members.

Persons under the age of 13 are not permitted to become members unless their parent has consented. If we learn that we have collected information from a child under the minimum age without parental consent, we will take steps to delete the information as soon as possible. Parents who believe their child has submitted personal information to us and would like to have it deleted should contact our Data Officer.

INFORMATION SECURITY

We work hard to keep your data safe. We use a combination of technical, administrative and physical controls to maintain the security of your data.

CHANGES TO THIS POLICY

We will notify you if we make any material changes to this policy and give you an opportunity to review the revised policy before deciding whether to continue your membership.

WHO WE ARE AND HOW TO CONTACT US

If you have any questions, suggestions or concerns about this policy, or about our use of information, please contact our Data Protection Officer:

Laura Twomey - laura.twomey@btinternet.com