

PRIVACY POLICY

The Bonnie Bird Choreography Fund is committed to protecting your privacy and your personal information, and being transparent about what information we hold about you and what we do with it.

We collect personal data from you when you interact with us. This is collected, stored and used in different ways depending on the data and our interaction. Some of the data we request from you is optional and you can decide not to give it to us - we will let you know this when we request it.

We ensure that all of our activities that involve your personal data are carried out lawfully, fairly and in a transparent manner.

This policy was last updated 22 May 2018.

How to contact us:

If you have any further questions about this policy or any of our data processing activities, or if you would like to amend, update or have your data removed from our systems, please contact us by emailing the Fund Manager on mail@bonniebird.org.

This policy is under regular review so may change at any time. We will notify you about significant changes by sending a notice to the primary email address you have provided to us, and/or by placing a prominent notice on our website(s). By continuing to use our services you will be deemed to have seen and understood such changes.

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1. Introduction

The General Data Protection Regulation (GDPR) is a new set of regulations introduced by the European Union comes into force in the UK from 25th May 2018. It will further build on existing data

protection legislation (DPA) to regulate the way organisations collect, handle, use and share personal data.

This Privacy Policy explains in detail the types of personal data that we may collect about you when you interact with us. It also explains how we will store and handle that data, and how we keep it secure.

2. About us

The Bonnie Bird Choreography Fund is a registered charity (charity no. 328615) operating within the United Kingdom. The fund exists to support and promote the investigation and development of choreography through awarding grants, commissions, and support towards research and choreographic practices.

3. What legal bases we rely on

The law on data protection, based on the General Data Protection Regulation and formerly the Data Protection Act, sets out a number of different reasons for which an organisation may collect and process your personal data, including:

Consent

In specific situations, we can collect and process your data with your consent. This may be when you have ticked a box to receive regular communications from us in a paper or electronic document (e.g. Google Form) or on our website.

When collecting your personal data, we'll always make clear to you which data is necessary in connection with a particular service.

Contractual obligations

In certain circumstances, we need your personal data to comply with our contractual obligations. If you have received an award from us, for example, or an organisation that is managing the award on behalf of a recipient, then we will need your contact details to contact you and in some cases store your financial information in order to process the award grant.

Legitimate interest

In specific situations, we require your data to pursue our legitimate interests in a way which might reasonably be expected as part of achieving our charitable aims and which does not materially impact your rights, freedom or interests. For example, if you have previously made an application to one of our awards, we may store your application which includes your CV and contact details, in order to email or contact you by post about our future similar opportunities and services that we think may interest you.

4. When do we collect your personal data

- When you visit our website

- When you subscribe to our mailing list
- When you make an application to an award or make a proposal to us
- When you engage with us on social media
- When you RSVP for an event we invited you to
- When you make a nomination for an award
- When you accept an award from us
- When you make a donation to us
- When you contact us by any means to make enquiries
- When you comment on or review our products and services

5. What type of personal data we collect

- Details of your interactions with us such as with our website, email, and social media including your social media username
- When you subscribe to our mailing list: your name, email address, organisation/company (if appropriate), postal address
- When you make an application, proposal, nomination, or an enquiry: your name, email address, mobile/telephone numbers, postal address, and any copies of documents (e.g. CVs, biographies) that you provide us
- When you RSVP for an event: your name, names of your guests and other details as necessary (e.g. dietary and access requirements)
- When you accept an award from us: copies of documents you provide us such as invoices, signed contract, financial information.
- When you make a donation: your name, email address, postal address, donation amount
- Any comment or review that you leave of our products and services

6. How and why do we use your personal data

If you wish to change how we use your data, you'll find details in the 'What are my rights?' section below.

Remember, if you choose not to share your personal data with us, or refuse certain contact permissions, we might not be able to provide some services you've asked for.

Here's how we'll use your personal data and why:

- To perform any contract we've agreed with you. If we don't collect your personal data during this process, we won't be able to provide the required services and comply with our legal obligations.
- To respond to your queries or complaints. Handling the information you sent enables us to respond. We may also keep a record of these to inform any future communication with us and to demonstrate how we communicated with you throughout. We do this on the basis of our contractual obligations to you, our legal

obligations and our legitimate interests in providing you with the best service and understanding how we can improve our service based on your experience.

- To protect our business from fraud and other illegal activities. We'll do all of this as part of our legitimate interest.
- With your consent, we will use your personal data to keep you informed by email, web, text, telephone about relevant products and services including tailored special offers, discounts, promotions, events, competitions and so on.

Of course, you are free to opt out of hearing from us by any of these channels at any time.

To send you relevant, personalised communications by post in relation to updates, offers, services and products. We'll do this on the basis of our legitimate business interest.

You are free to opt out of hearing from us by post at any time.

- To send you communications required by law or which are necessary to inform you about our changes to the services we provide you. For example, updates to this Privacy Policy, and other legally required information relating to services we provide. These service messages will not include any promotional content and do not require prior consent when sent by email or text message. If we do not use your personal data for these purposes, we would be unable to comply with our legal obligations.
- To develop, test and improve the systems, services and products we provide to you. We'll do this on the basis of our legitimate business interests.
- To send you survey and feedback requests to help improve our services. These messages will not include any promotional content and do not require prior consent when sent by email or text message. We have a legitimate interest to do so as this helps make our products or services more relevant to you.
- You are free to opt out of receiving these requests from us at any time by contacting us.

7. How we protect your personal data

We understand how much data security matters to you. With this in mind we will treat your data with the utmost care and take all appropriate steps to protect it. Our computers and mobile devices are all password protected, as are the servers and storage drives where your data is stored.

We regularly monitor our systems for possible vulnerabilities and constantly review our security.

8. How long we keep your personal data for

Whenever we collect or process your personal data, we'll only keep it for as long as is necessary for the purpose for which it was collected.

At the end of that retention period, your data will either be deleted completely or anonymised, for example by aggregation with other data so that it can be used in a non-identifiable way for statistical analysis and business planning.

Her Majesty's Revenue and Customs (HMRC) requires us to keep records of contracts, payments and invoices for 7 years. We will therefore normally hold information of any contracts as well as donations (including gift aid records) for this long.

9. Who do we share your personal data with

We sometimes engage third-parties to assist us with data processing – these companies will only use your data for the exact purposes that we have instructed them to do on our behalf. We will only provide the information that they need to perform their specific services and work closely with them to ensure your privacy is respected and protected at all times.

MailChimp – for sending communication emails

HMRC – in the processing of gift aid on donations

Google forms – for applications, bookings and surveys

Eventbrite – third-party ticketing agency

Venues that host our events – for purposes that enable them to run the event only (e.g. list of names, dietary and access requirements)

This list is not exhaustive but indicates the sites we interact with most often.

We may also ask if you are happy for us to transfer your contact details to artists or other organisations whose work you have seen or participated in, to allow them to communicate with you directly. This may involve sharing of anonymised data we have collected from you, or permission to contact you in order to receive feedback or run surveys. You may object to being contacted at the point of when we ask for your permission.

10. Where your personal data may be processed

For financial and technical reasons we may use the services of a supplier outside the European Economic Area (EEA), which means that your personal information is transferred, processed and stored outside the EEA.

11. What your rights are over your personal data

An overview of your rights

You have the right to request:

- Access to the personal data we hold about you, free of charge in most cases.
- The correction of your personal data when incorrect, out of date or incomplete.

- The right to deletion, for example when you withdraw consent, or object and we have no legitimate overriding interest, or once the purpose for which we hold the data has come to an end (such as the end of a warranty).
- That we stop using your personal data for direct marketing (either through specific channels, or all channels).
- That we stop any consent-based processing of your personal data after you withdraw that consent.

You have the right to request a copy of any information about you that we hold at any time, and also to have that information corrected if it is inaccurate. To ask for your information, please contact us on mail@bonniebird.org. If we decide not to action your request we will explain to you the reasons for our refusal.

Your right to withdraw consent:

Whenever you have given us your consent to use your personal data, you have the right to change your mind at any time and withdraw that consent.

Where we rely on our legitimate interest:

In cases where we are processing your personal data on the basis of our legitimate interest, you can ask us to stop for reasons connected to your individual situation. We must then do so unless we believe we have a legitimate overriding reason to continue processing your personal data.

Direct marketing:

You have the right to stop the use of your personal data for direct marketing activity through all channels, or selected channels. We must always comply with your request.

12. How can you stop the use of your data for direct marketing

You can stop direct marketing communications from us by contacting us by email, post or via social media.

13. If you live outside the UK

By using our services or providing your personal data to us, you expressly consent to the processing of your personal data by us or on our behalf. Of course, you still have the right to ask us not to process your data in certain ways, and if you do so, we will respect your wishes.

Sometimes we'll need to transfer your personal data between countries to enable us to supply the goods or services you've requested. In the ordinary course of business, we may transfer your personal data from your country of residence to ourselves and to third parties.

By dealing with us, you are giving your consent to this overseas use, transfer and disclosure of your personal data outside your country of residence for our ordinary business purposes.

This may occur because our information technology storage facilities and servers are located outside your country of residence, and could include storage of your personal data on servers in the UK.

We'll ensure that reasonable steps are taken to prevent third parties outside your country of residence using your personal data in any way that's not set out in this Privacy Policy. We'll also make sure we adequately protect the confidentiality and privacy of your personal data.

14. Any Questions?

We hope this Privacy Policy has been helpful in setting out the way we handle your personal data and your rights to control it.

If you have any questions that haven't been covered, please contact the Fund Manager on mail@bonniebird.org.

This notice was last updated on 22 May 2018.