**Rendez-Vous dance Ltd: Privacy Policy : July 2023**

Rendez-Vous dance Ltd is committed to upholding your privacy and ensuring that your personal data is securely protected. This policy outlines which data we collect, how it's stored and your rights relating to your personal data, in compliance with the General Data Protection Regulation (GDPR) active from 25 May 2018.

**The data we collect**Rendez-Vous dance Ltd will only collect personal data from you for one of the following reasons:

***Mailing list sign-up***When signing up to Rendez-Vous dance Ltd’ mailing list via our website *www.rendez-vousdance.com* you will be asked to provide: your name, email address, date of birth and your preferred email format. Your email address is the only required field.

When signing up via a paper form at one of our events you will be asked to provide your name and email address.

We take this data, with your permission, to send quarterly email newsletters about our upcoming projects and events. In busy periods such as in the lead up to Rendez-Vous Ddnce Ltd, emails from us may increase but are never more than three times a month. Rendez-Vous dance Ltd’ mailing list is stored on Mailchimp’s secure server. Mailchimp’s privacy policy is linked at the close of this document. Paper forms containing personal data are destroyed once their information has been uploaded to Mailchimp.

***Event/Workshop/group ticket booking***When you book tickets for Rendez-Vous dance Ltd events, workshops, youth groups etc, we collect personal data via ticketing platform Eventbrite. This includes contact information should an event be postponed or cancelled.

If you are booking a ‘paid for’ ticket, Eventbrite will require your financial information which is not stored by Rendez-Vous dance Ltd.

If you are booking a place at one of our youth groups on behalf of a young person, you will be asked to provide various contact, health and support information to ensure their safety. This information is securely stored by Eventbrite and on Rendez-Vous dance Ltd’ password protected server.

Eventbrite’s privacy policy is linked at the close of this document.

***Training/Workshop registration***When registering to attend a training session/workshop delivered by Rendez-Vous dance Ltd you will be asked to provide: full name, pronouns, address, email address, telephone number, age and health/access/allergy/dietary information and pronouns(if comfortable to do so). This information is stored on Google’s server. Google’s privacy policy is linked at the close of this document.

If you have been asked to register for training by a colleague at your organisation, the information you share will be shared with them to monitor bookings. Please do not disclose any information that you are not comfortable to share with your employer.

If you are paying the fee for your training place through Eventbrite, financial information will be required which is not stored by Rendez-Vous dance Ltd.

***Volunteer Recruitment***When recruiting volunteers to support event delivery, Rendez-Vous dance Ltd collects personal data via a Google form hosted on our secure server. The form asks for full name, pronouns, address, email address, telephone number, age and health/access/allergy/dietary information.

This information is collected to ensure suitability, manage access requirements and aid contact/recruitment. Google’s privacy policy is linked at the close of this document.

***Fundraising***
Rendez-Vous dance Ltd fundraises using Crowdfunder for larger project campaigns.
Rendez-Vous dance Ltd securely stores on our server the contact information of people who have donated to support our work. To send thank you notes, project updates and to share information on new fundraising campaigns.

Crowdfunder requires personal data and financial information to process donations. Crowdfunder’s privacy policies are linked at the close of this document.

**Rendez-Vous dance Ltd *Shop***Rendez-Vous dance Ltd shop is hosted on Ko-fi which requires personal data and financial information at point of purchase.

As previously stated, Ko-fi does not store financial information and manages payments via PayPal. Rendez-Vous dance Ltd does not store any financial information provided.

***Event/project feedback and surveys***In order to report on our events and projects Rendez-Vous dance Ltd’ regularly collects verbal and written feedback from artists, partners and audience members. Our paper and online feedback forms collect reflections on audience experience and some personal monitoring data such as sexuality, age, postcode etc.

Our online feedback forms are hosted via Survey Monkey with data stored on their secure server. Data from paper forms is stored on Rendez-Vous dance Ltd’ password protected server. Paper forms containing personal data are destroyed once their information has been uploaded.

Contact information is stored to send thank you notes or promised incentives to take part in a survey. Quotes provided will only be shared with partners, funders or publicly in marketing with written or verbal permission.

***Image and media consent***Rendez-Vous dance Ltd regularly take new photographs and video content to report on and promote our work and ask volunteers to appear in said material. Photographs/video/imagery are not taken or used without written permission.

When granting permission via our media consent form, you will be asked to provide your name, address, email address, telephone number and the names of any young people you have given permission on behalf of.

Images/video and consent information are stored on Rendez-Vous dance Ltd password protected server for as long as the images/video are in use. Images and videos are also hosted on our social media platforms: Facebook, Instagram, Twitter and Vimeo.Paper consent forms containing personal data are destroyed once their information has been uploaded to our server.

**How your data is stored**Your data is stored securely in MailChimp, Eventbrite, Ko-fi, Crowdfunder, Google and Survey Monkey platforms or in password protected and regularly updated records on Rendez-Vous dance Ltd’ server.

Data held by Rendez-Vous dance Ltd is reviewed every 12 months and updated, deleted or securely stored. Images and video content and their necessary media consent information are stored for as long as they are in use/featured on platforms. No data is stored for longer than is deemed necessary.

**Data sharing**Rendez-Vous dance Ltd often deliver activity in partnership with cultural and community organisations. We also regularly report on our activity to varied funders and work with external evaluators, supported by data received during our events and projects.

Rendez-Vous dance Ltd will only share data you have provided with our partners, funders and evaluators with your expressed permission and where there is a formal data sharing agreement in place.

**Website**We currently use Google Analytics to monitor website engagement and interaction. All data captured is anonymous.

**Your rights as a data subject**In line with the General Data Protection Regulation, as someone who has shared their personal data you have the following rights:

Right to information: To know what kinds of data held about you and why.
Right of access: To be able to access any of your personal data.
Right to rectification: To change or modify any data you provide which you believe to be inaccurate or out of date.
Right to Erasure: To remove your data where legally possible.
Right to restriction of processing: To opt out of your data being processed without necessarily removing it.
Right to data portability: To be able to receive your data in a commonly used format, to send on to another controller or for personal use/records.
Right to object: The ability to object to your data being processed, for example receiving continued marketing material.
Right to avoid automated decision making: Not to be profiled or subjected to automated decisions based on your data.

 **Accessing, updating or removing your data**You have the right to access, amend or remove your data from Rendez-Vous dance Ltd’ server at any time.Whilst we endeavour to keep our personal data records up to date, if you think your information is incorrect or outdated please contact mathieu.geffre@rendez-vousdance.com
You can remove your image/video/media consent at any time by contacting mathieu.geffre@rendez-vousdance.com and we will remove all content from our platforms where possible. When giving your initial consent you recognised that once images and media have been shared online by partners or third parties, it may be impossible to remove them completely. You can unsubscribe from Rendez-Vous dance Ltd’ mailing list at any time by clicking the unsubscribe button at the bottom of one of our email newsletters or by contacting mathieu.geffre@rendez-vousdance.com

You can remove any data held by Rendez-Vous dance Ltd by contacting mathieu.geffre@rendez-vousdance.com

**Platforms Privacy Policies

Mailchimp:** https://mailchimp.com/legal/privacy/

**Eventbrite:** https://www.eventbrite.co.uk/support/articles/en\_US/Troubleshooting/eventbrite-privacy-policy?lg=en\_GB

**Ko-fi:** https://more.ko-fi.com/privacy

**PayPal:** https://www.paypal.com/en/webapps/mpp/ua/privacy-full

**Crowdfunder:** https://www.crowdfunder.co.uk/privacy-policy

**Survey Monkey:** https://www.surveymonkey.com/mp/legal/privacy/

**Google:** https://policies.google.com/privacy?hl=en-US

**Facebook:** https://www.facebook.com/policy.phinst

**Instagram:** https://help.instagram.com/519522125107875

**Twitter:** https://twitter.com/en/privacy

**Vimeo:** https://vimeo.com/privacy