

## Candoco Dance Company Privacy Policy for Participants



Candoco Dance Company is committed to protecting your personal information and being transparent about what information we hold about you. The purpose of this policy is to explain how we collect and use the information we collect from you.

We use your information in accordance with all applicable laws concerning the protection of personal information. This policy explains:

- What information we may collect about you
- How we may use that information
- In what situations we may disclose your details to third parties
- Information about how we keep your personal information secure, how we maintain it and your rights to be able to access it.

If you have any questions about this notice, please contact Candoco's General Manager using the details below.

### Who we are

Candoco Dance Company is a company and charity registered in England and Wales (Company number: 2837146, Charity number: 1040524). Candoco Dance Company is the data controller of your personal information.

Candoco Dance Company  
2T Leroy House, 436 Essex Road, London, N1 3QP  
Tel: 020 704 6845  
Email: [info@candoco.co.uk](mailto:info@candoco.co.uk)

### Information collection

We will only collect information that you give to us. If you also interact with us as a customer or donor, please read the associated privacy information provided when you make your donation (also available on our [website](#)).

The information you give us may include information such as name and address, and your date of birth. We may also ask for sensitive personal data, recognised in data protection law as information about your health, race, religious beliefs etc. If we collect sensitive data we will take additional precaution to anonymise the data whenever feasible for any processing which takes place (for example as part of our reporting requirements to funders).

When you take part in one of our programmes, we may take photographs of the group or of individuals to be used for several different purposes, including marketing, reporting and archiving. Your permission will be requested using a media consent form, and if it is not given, identifiable pictures of you will not be used. If someone you are responsible for (e.g. a child you care for) is the subject of photographs, we may ask you to give permission on their behalf.

### The purpose of processing your data

As a participant, we only collect information that we need to carry out our business. We need personal details from you in order to fulfil our obligations to you. This includes providing you with information about the organisation, and your interaction with us on projects, at regular classes and may also extend to understanding how best to support you in order to participate in one of our activities.

## **Legal basis**

The basis under which we process any data could be one of three ways, there are examples of each below:

### Contract Basis

We may need to process your data because you have signed up for a project. This processing could include contacting you with details of a session or paying a bursary or reimbursement.

### Legitimate Interest

An example of processing data using legitimate business interest is to provide anonymous sensitive data of participants on a programme to a funder as part of a report on the impact of the programme. We will only do this if there is no overriding prejudice to you by using your personal information in this way. We may also add you to our mailing list, with your consent, to keep you informed about the work of Candoco Dance Company.

### Consent

We will ask for your consent to use data if it does not fall into either of the categories above. For example, if we are providing information to a funder that involves information about the health of participants and that information can be linked to an individual data subject, we will seek consent prior to using this information. This includes the use of photographs taken of participants. If at any time you change your mind and wish to withdraw consent for the use of your information, you can do this by contacting us.

## **Data security**

Personal data is kept securely on our server and password protected Google Forms and we do not make unnecessary copies of data or transfer them outside of the organisation except in line with our processing guidelines above.

## **Maintaining your personal data**

Candoco Dance Company has an obligation to ensure the data held about you is correct and proportionate. If your personal details change, please inform the Assistant Learning Producer via [info@candoco.co.uk](mailto:info@candoco.co.uk).

We will only keep your personal data for as long as it is relevant to us.

## **Rights to your personal information**

You have the right to request a copy of the personal information that we hold on you. If you wish to make a request, please do so to the General Manager via [info@candoco.co.uk](mailto:info@candoco.co.uk). We will endeavour to provide this information within 14 days, but may require a longer period for some information.