

Privacy Policy

This Privacy Policy applies to information we (Charleston Dance Vintage Hen) collect about individuals who interact with our organisation. It explains what personal information we collect and how we use it. If you have any comments or questions about this policy, feel free to contact us at charlestandance1920s@gmail.com

Data controller(s)

Charleston Dance Vintage Hen is the controller and responsible for your personal data (collectively referred to as Charleston Dance Vintage Hen, "we", "us" or "our" in this privacy notice).

Third-party links outside of our control

This website may include links to third-party websites, plug-ins and applications. Clicking on those links or enabling those connections may allow third parties to collect or share data about you. We do not control these third-party websites and are not responsible for their privacy statements.

When you leave our website, we encourage you to read the privacy notice of every website you visit.

2. THE PERSONAL DATA WE COLLECT ABOUT YOU

Personal data, or personal information, means any information about an individual from which that person can be identified. You can find out more about personal data from the [Information Commissioners Office](#).

We may collect, use, store and transfer different kinds of personal data about you which we have grouped together follows:

- **Identity Data** includes FIRST NAME/LAST NAME/MARITAL STATUS/ TITLE/DATE OF BIRTH/GENDER.
- **Contact Data** includes [BILLING ADDRESS/EMAIL ADDRESS/ SOCIAL MEDIA MESSENGER NAME/TELEPHONE NUMBERS].

WE ALSO COLLECT, USE AND SHARE **AGGREGATED DATA** SUCH AS STATISTICAL OR DEMOGRAPHIC DATA FOR ANY PURPOSE. AGGREGATED DATA MAY BE DERIVED FROM YOUR PERSONAL DATA BUT IS NOT CONSIDERED PERSONAL DATA IN LAW AS THIS DATA DOES **NOT** DIRECTLY OR INDIRECTLY REVEAL YOUR IDENTITY. FOR EXAMPLE, WE MAY AGGREGATE YOUR USAGE DATA TO CALCULATE THE PERCENTAGE OF USERS ACCESSING A

SPECIFIC WEBSITE FEATURE. HOWEVER, IF WE COMBINE OR CONNECT AGGREGATED DATA WITH YOUR PERSONAL DATA SO THAT IT CAN DIRECTLY OR INDIRECTLY IDENTIFY YOU, WE TREAT THE COMBINED DATA AS PERSONAL DATA WHICH WILL BE USED IN ACCORDANCE WITH THIS PRIVACY NOTICE.

We do not collect any **Special Categories of Personal Data** about you (this includes details about your race or ethnicity, religious or philosophical beliefs, sex life, sexual orientation, political opinions, trade union membership, information about your health and genetic and biometric data). Nor do we collect any information about criminal convictions and offences.

If you fail to provide personal data

Where we need to collect your personal data by law, or under the terms of a contract we have with you and you fail to provide that data when requested, we may not be able to perform the contract we have or are trying to enter into with you (for example, to provide you with goods or services). In this case, we may have to cancel a product or service you have with us but we will notify you if this is the case at the time.

3. HOW WE COLLECT YOUR PERSONAL DATA

We use different methods to collect data from and about you including through:

- **Directly.** You may give us your IDENTITY, CONTACT AND FINANCIAL DATA by filling in forms or by corresponding with us by post, phone, email or otherwise. This includes personal data you provide when you:
 - Book our products or services;
 - Use the Contact us Form on our website;
 - Apply to work with us;
 - Request marketing to be sent to you.

4. HOW WE USE YOUR PERSONAL DATA

We will only use your personal data when the law allows us to. Most commonly, we will use your personal data in the following circumstances:

- **Performance of Contract** this means processing your data where it is necessary for the performance of a contract to which you are a party or to take steps at your request before entering into such a contract.
- **Legitimate Interest** this means the interest of our business in conducting and managing our business to enable us to give you the best service/product and the most secure experience. We make sure we consider and balance any potential impact on you (both positive and negative) and your rights before we process your personal data for our legitimate interests. We do not use your personal data for activities where our interests are overridden by the impact on you (unless we have your consent or are otherwise required or permitted to by law). You can obtain further information about how we assess our legitimate interests against any potential impact on you in respect of specific activities by reading our data protection policy on this website.
- **Comply with a legal or regulatory obligation** this means processing your personal data where it is necessary for compliance with a legal or regulatory obligation that we are subject to.

GENERALLY WE DO NOT RELY ON CONSENT AS A LEGAL BASIS FOR PROCESSING YOUR PERSONAL DATA OTHER THAN IN RELATION TO SENDING THIRD PARTY DIRECT MARKETING COMMUNICATIONS TO YOU VIA EMAIL OR TEXT MESSAGE. YOU HAVE THE RIGHT TO WITHDRAW CONSENT TO MARKETING AT ANY TIME BY CONTACTING US VIA OUR WEBSITE OR BY THE PHONE AND CONTACT FORM ON OUR WEBSITE.

PURPOSES FOR WHICH WE WILL USE YOUR PERSONAL DATA

We have set out below, in a table format, a description of all the ways we plan to use your personal data, with the legal bases we rely on to do so.

Note that we may process your personal data for more than one lawful ground depending on the specific purpose for which we are using your data. Please contact us [Kim-lin Hooper, charlestdance1920s@gmail.com 07947608364 if you need details about the specific legal ground we are relying on to process your personal data where more than one ground has been set out in the table below.

Purpose/Activity	Type of data	Lawful basis for processing including basis of legitimate interest
To register you as a customer booking one of our activities	Name, address, phone number, email address, contact telephone numbers of other people in your group or company for use on the day.	Performance of a contract with you
To invoice you for products and services	Name, billing address, name of organisation	Invoicing you for products or services
Enquiring with via the contact us form on the website, social media messaging, or by phone or email	Email address, phone number, social media name	To reply to you and inform you and give you information about our products and services that you have requested
Website functionality	Website activity completed through cookies.	It is necessary for us to store a small amount of information, usually through cookies, to deliver functionality that you would expect, such as remembering the contents of your order before you have completed the process.
Subscribing to email updates about our work	Name, email address, phone	You have given us your active consent
Passing your contact details onto our subcontractors working on your event or booking where	Name, phone number	If you've booked a dancer or hair and make up artist we will pass them your phone number before the event so that

necessary to the smooth running of the booking.		they can contact you for reasons relating to the event, or finding your venue, or making specific arrangements, if necessary.
Passing your contact details onto other businesses you may be interested in booking with as part of a package with our services (eg external caterers, restaurants, venues that you might book for your dance class or hair and make up session)	Name, phone number, email address	If you've booked this as part of your booking or are interested in exploring this option when you enquire, we would pass this on with your consent as necessary.

Marketing

We strive to provide you with choices regarding certain personal data uses, particularly around marketing and advertising.

Promotional offers from us

We may use your Identity, Contact, Technical, Usage and Profile Data to form a view on what we think you may want or need, or what may be of interest to you. This is how we decide which products, services and offers may be relevant for you.

You will receive marketing communications from us if you have requested information from us or purchased goods or services from us and, in each case, you have given us your consent for receiving that marketing.

Cookies

You can set your browser to refuse all or some browser cookies, or to alert you when websites set or access cookies. If you disable or refuse cookies, please note that some parts of this website may become inaccessible or not function properly. For more information about the cookies we use, please see our cookie policy on this website.

Change of purpose

We will only use your personal data for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If you wish to get an explanation as to how the processing for the new purpose is compatible with the original purpose, please contact Kim-lin Hooper charlestandance1920s@gmail.com

If we need to use your personal data for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

Please note that we may process your personal data without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

5. WHO WE SHARE YOUR PERSONAL DATA WITH

We may have to share your personal data with the parties set out below for the purposes set out in the table in paragraph 4 above.

- Internal Third Parties – Freelance bone fide subcontractors contracted for your event
- External Third Parties Service, for example:
 - Providers such as catering businesses that we arrange services with who are interested in booking with.
 - Venues that you may use for your event.
- Third parties to whom we may choose to sell, transfer, or merge parts of our business or our assets. Alternatively, we may seek to acquire other businesses or merge with them. If a change happens to our business, then the new owners may use your personal data in the same way as set out in this privacy notice.

We require all third parties to respect the security of your personal data and to treat it in accordance with the law. We do not allow our third-party service providers to use your personal data for their own purposes and only permit them to process your personal data for specified purposes and in accordance with our instructions.

6. DATA SECURITY

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal data to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal data on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

7. DATA RETENTION

We only ever ask for the minimum amount of data needed to perform our services to you well and delete that data once the service is no longer required. Where data collected is on the basis of consent, we seek renewal of consent every three years.

8. YOUR LEGAL RIGHTS

- You have a range of rights over your data which include the following:
- Where data processing is based on consent, you may revoke this consent at any time and we will make it as easy as possible for you to do this (for example by putting 'unsubscribe' links at the bottom of all our marketing emails).
- You have the right to ask for rectification and/or deletion of your information.
- You have the right of access to your information.
- You have the right to lodge a complaint with the Information Commissioner if you feel your rights have been infringed. A full summary of your legal rights over your data can be found on the Information Commissioner's website here: <https://ico.org.uk> If you would like to access the rights listed above, or an other legal rights you have over your data under current legislation, please get in touch with us.

No fee required – with some exceptions

You will not have to pay a fee to access your personal data (or to exercise any of the other rights). However, we may charge a reasonable admin fee if your request is clearly unfounded, repetitive or excessive. Alternatively, we may refuse to comply with your request in these circumstances.

What we may need from you

We may need to request specific information from you to help us confirm your identity and ensure your right to access your personal data (or to exercise any of your other rights). This is a security measure to ensure that personal data is not disclosed to any person who has no right to receive it. We may also contact you to ask you for further information in relation to your request to speed up our response.

Time limit to respond

We try to respond to all legitimate requests within one month. Occasionally it may take us longer than a month if your request is particularly complex or you have made a number of requests. In this case, we will notify you and keep you updated.

9. CHANGES TO THIS NOTICE AND YOUR DUTY TO INFORM US OF CHANGES

We may modify this Privacy Policy from time to time and will publish the most recent version on our website. If a modification meaningfully reduces your rights, we'll notify people whose personal data we hold and are affected.

Please keep us informed if your personal data changes during your relationship with us. It is important that the personal data we hold about you is accurate and current.