

DAISY FARRIS DANCE COLLECTIVE

LIMITED



PRIVACY POLICY

UPDATED MAY 2018

INTRODUCTION:

Daisy Farris Dance Collective (Company No: 10313085) are committed to safeguarding your privacy. We will, at all times, respect the personal data we receive from you and keep it safe. This Privacy Policy sets out the ways in which your data may be collected and processed by us and the options you have regarding how your data is used.

HOW WE COLLECT YOUR DATA:

Daisy Farris Dance Collective may collect personal information from you in the following ways:

- Workshop sign-up sheets
- Enquiries via email
- Social media interactions
- Participant feedback forms
- Audience feedback forms
- When you apply for a job or participatory opportunity with us

We may collect and store the following types of data on you:

- Personal/ professional email addresses
- The email address of the organisation you work for
- Postal address
- Phone number
- Social media identity (Facebook, Twitter, Instagram)
- Information about your interaction with us- e.g. through workshops, performances etc.
- Photos/ videos of you (see below for more information)
- Professional information such as CV's or application forms when applying for a job or participatory opportunity with us

In particular circumstances, we may be required to collect more specific data about you, such as:

- Dietary requirements
- Medical information

This information will always be treated with confidentiality and can be deleted after the event.

HOW YOUR DATA IS USED:

Daisy Farris Dance Collective may use your data in the following ways:

- To contact you regarding further participatory opportunities
- To contact you inviting you to future performances
- To contact you with future job opportunities

- Data may be anonymised and used in evaluation reports to funders.
- Photos and videos may be used in future publicity and marketing and shared on the company website (www.dfdeollective.co.uk) and social media (Facebook, Twitter @DFDcollective, Instagram @df.dancecollective). We will always seek your permission in the form of a signed consent form before using your image. Participants below the age of 18 will be asked to get the signed consent of a guardian before their image is used.
- Photographs or video footage where you feature 'incidentally' is not considered personal data.

KEEPING YOUR DATA SECURE:

- Daisy Farris Dance Collective will never share your data with third parties.
- Your data will be handled with care and stored securely.
- All company staff will be trained in accordance with this Privacy Policy.

CONTACT US:

- You can, at any time, request that we do not use your data and have it deleted from our systems.
- For any enquiries, please contact us on: info@dfdcollective.co.uk