



Privacy Policy of the Christian Dance Fellowship of Britain

Data Privacy Statement

1. Your Personal Data – What is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

2. Who Are We?

The Board of Directors of the Christian Dance Fellowship of Britain (registered in England and Wales as a company limited by guarantee, number: 5466472, and as a charity, number: 1115037) is the data controller (who may be contacted at its Registered Office: Sunset Hallows, 21 Admirals Close, Watchet TA23 0QD). This means it decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

The Board of Directors of the Christian Dance Fellowship of Britain complies with its obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes:

- To maintain our membership records;
- To correspond with you and supply information on events;
- To resource you as and when needed;
- To publish on our website, on social media and our YouTube channel any pictures and video you provide;
- To publish in our magazine and our fliers information and pictures which you provide;
- To enable us to contact and reply to your enquiries; and

- To maintain our own accounts.

When someone visits our website (www.cdfb.org.uk) we may use a third party service, such as Google Analytics or DoubleClick, to collect standard internet log information and details of visitor behaviour patterns. We do this to find out things such as the number of visitors to the various parts of the site. This information is only processed in a way which does not identify anyone. We do not make any attempt to find out the identities of those visiting our website.

PLEASE NOTE we have no control over pictures and video (and audio) taken by others at our public events and how those pictures and video may be subsequently used, and the Christian Dance Fellowship of Britain takes no responsibility for such third party use.

4. What is the legal basis for processing your personal data?

- Ordinary necessity so that we can correspond with you and provide information.
- Processing is necessary for carrying out our proper obligations in respect of the maintenance of our charity and continuing the membership thereof.

5. Sharing your personal data

Your personal data will be treated as strictly confidential. We will only share your data with third parties with your consent (save as mentioned in clause 3 above).

6. How long do we keep your personal data?

We keep full personal data for as long as you are a member, or for as long as may be required in connection with the rules of HM Revenue & Customs in the event that a Gift Aid claim is made in respect of annual subscriptions or other payments by members. The names only of members may be kept for a longer period commensurate with good record keeping.

7. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data:

- The right to request a copy of your personal data which the Christian Dance Fellowship of Britain holds about you;
- The right to request that the Board of Directors of the Christian Dance Fellowship of Britain corrects any personal data if it is found to be inaccurate or out of date;

- The right to request your personal data is erased where it is no longer necessary for the Board of Directors of the Christian Dance Fellowship of Britain to retain such data;
- The right to withdraw your consent to the processing at any time;
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to lodge a complaint with the Information Commissioners Office.

8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

9. Contact Details

To exercise all relevant rights, queries or complaints please in the first instance contact the Data Collection Officer at Sunset Hallows, 21 Admirals Close, Watchet TA23 0QD.

Please also contact the Data Collection Officer as above for a list of what personal data is held about members and by which officers of the charity.

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.