

Coalesce Dance Theatre

Effective Date: 27/02/2025

1. Introduction

Coalesce Dance Theatre is committed to protecting the privacy and confidentiality of personal data. This policy outlines how we handle personal data in accordance with the UK Data Protection Act 2018 and the General Data Protection Regulation (GDPR) as applicable in the UK.

This policy applies to all personal data collected by Coalesce Dance Theatre, including data from employees, dancers, students, audience members, suppliers, and any other individuals we interact with.

2. Purpose of Data Collection

We collect personal data for the following purposes:

- **Contractual obligations:** To fulfil contracts with dancers, employees, collaborators, suppliers, and other stakeholders.
- **Legal requirements:** To comply with UK law, including employment, tax, and health and safety laws.
- **Marketing and communications:** To send information about our performances, classes, workshops, and other events.
- **Health and safety:** To ensure the safety and well-being of dancers, employees, and participants in our activities.
- **Performance improvement:** To evaluate and improve our services, such as collecting feedback from students and audience members.
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3. Types of Personal Data We Collect

We collect the following types of personal data:

- **Contact details:** Name, address, email address, phone number.
- **Demographic information:** Age, gender, emergency contacts, and next of kin details.
- **Health and medical information:** Any information necessary to ensure the safety of dancers and participants, including medical history and dietary requirements.
- **Employment details:** Job titles, employment contracts, pay records, proof of self-employed status, and performance evaluations.
- **Financial data:** Bank account details, payment records, and invoices.
- **Marketing preferences:** Information about your preferences for receiving promotional materials.

4. Legal Basis for Data Processing

We process personal data based on the following legal grounds:

- **Consent:** Where individuals have provided consent for specific processing activities, such as receiving marketing communications.
- **Contractual necessity:** To fulfil contracts with employees, dancers, collaborators, or suppliers.

- **Legal obligation:** To comply with legal obligations, such as tax or employment laws.
- **Legitimate interest:** For activities like direct marketing and improving our services, where the processing does not override individual rights and freedoms.

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5. Data Retention

We will retain personal data only for as long as necessary to fulfil the purposes outlined in this policy, unless a longer retention period is required by law. Once data is no longer needed, it will be securely deleted or anonymised.

6. Data Security

We take appropriate technical and organisational measures to safeguard the personal data we process. These measures include:

- Secure storage of personal data, including encrypted files and password-protected access.
- Restricted access to personal data to only those employees and third parties who require it to perform their duties.

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7. Sharing Personal Data

We may share personal data with third parties in the following situations:

- **Service providers:** For example, external contractors or suppliers, who process personal data on our behalf. These parties are required to maintain the confidentiality of personal data and to only use it for the purposes specified by us.
- **Legal obligations:** In the event of a legal request, we may share personal data to comply with applicable laws and regulations.
- **Business transfers:** In the event of a merger, acquisition, or sale of assets, personal data may be transferred as part of the transaction.

We will not share personal data with third parties for marketing purposes without explicit consent.

8. Data Subject Rights

Individuals have the following rights concerning their personal data:

- **Right to access:** You can request a copy of the personal data we hold about you.
- **Right to rectification:** You can request that we correct any inaccuracies in your personal data.
- **Right to erasure:** You can request that we delete your personal data, subject to certain conditions.
- **Right to restrict processing:** You can request that we limit the processing of your personal data in specific circumstances.
- **Right to data portability:** You can request that we transfer your personal data to another organisation, in a structured, commonly used, and machine-readable format.
- **Right to object:** You can object to the processing of your personal data in certain circumstances, including for direct marketing purposes.

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To exercise any of these rights, please contact us using the details provided below.

9. International Transfers

If personal data is transferred outside the UK, we will ensure that appropriate safeguards are in place to protect the data in accordance with UK data protection laws.

10. Complaints

If you believe that your data protection rights have been violated or if you are dissatisfied with how we handle your personal data, you can file a complaint with the Information Commissioner's Office (ICO), the UK's data protection authority. More information is available at www.ico.org.uk.

11. Contact Information

If you have any questions or concerns about this Data Protection Policy or how we handle your personal data, please contact:

Coalesce Dance Theatre LTD
Data Protection Officer (Fern Wareham)

1 Hall Avenue

Timperley, Altrincham

WA15 6SD

Two handwritten signatures in blue ink. The first signature is a stylized 'C' followed by a horizontal line. The second signature is more complex, appearing to be 'Fern Wareham'.

Policy will be reviewed annually. Next review date 27/02/2026. Registered company no: 11654686