

# **THE LONDON BALLET CIRCLE**

## **PRIVACY AND DATA PROTECTION POLICY**

The collection of personal information is integral to the London Ballet Circle's work as, being a membership charity, it needs to respond to online/written enquiries and interact with various organisations.

The LBC is committed to processing data in accordance with its responsibilities in respect of General Data Protection Regulations (GDPR).

This policy explains both the data protection principles (1) as well as the types of information/data the LBC collects about individuals (2), the legal basis (under data protection legislation) on which it is processed, how the information is used, and how the LBC respects people's privacy (3).

### **1. DATA PROTECTION PRINCIPLES**

Article 5 of the GDPR requires that personal data shall be:

1. processed lawfully, fairly and in a transparent manner in relation to individuals
2. collected for specified, explicit and legitimate purposes and not processed further in a manner that is incompatible with those purposes; [further processing for archiving purposes in the public interest, for scientific or historical research purposes, or for statistical purposes shall not be considered to be incompatible with the initial purposes]
3. adequate, relevant and limited to what is necessary in relation to the purposes for which it is processed
4. accurate and, where necessary, kept up to date, with every reasonable step being taken to ensure that personal data that is inaccurate, having regard to the purposes for which it is processed, is erased or rectified without delay
5. kept in a form which permits the identification of data subjects for no longer than is necessary for the purposes for which the personal data is processed; [personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, for scientific or historical research purposes, or for statistical purposes, subject to the implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals]
6. processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate organisational measures.

## 2. THE LBC COLLECTS AND PROCESSES THE FOLLOWING DATA:

Transaction	Data Collected (Key Elements)	Legal Basis
Enquiring about the LBC and its work	Name; e-mail; message (possibly address and phone number)	Legitimate interests – it is necessary for the LBC to read and store messages in order to be able to respond as people would expect
Enrolling as a member or renewing membership	Name; e-mail; address; phone number; payment information	Contract – the payment of a membership fee creates a contractual relationship between the member and the LBC
Indicating contact preferences for newsletters and updates	Name; e-mail; phone number; address	Active consent on the part of the member
Signing up for an LBC visit as a guest	Name; e-mail; phone number; address	Active consent on the part of the guest for a specific purpose
Gift Aid declaration	Box ticked. Statement (additional to the above) made to confirm level of tax	Active consent on the part of the member to ensure the legitimacy of the LBC's Gift Aid HMRC claims; personal and financial data (amount raised through subscriptions and donations) used in the LBC's accounts and to make claims
Making a donation	Name; e-mail; address; payment information	Legitimate interests – the information is necessary for the LBC to fulfil a donor's intention of giving money to the charity and for that donation to be acknowledged
Accessing the LBC website	Website activity collected through cookies	Legitimate interests – it is necessary for the LBC to store a small amount of information, usually through cookies, in order to deliver the kind of functionality which users would expect (for example, remembering details while someone completes the payment process)

## 3. HOW PERSONAL DATA IS USED

### 3.1 General Provisions

This policy applies to all personal data processed by the LBC.

It is incumbent on the Trustees to ensure the LBC's ongoing compliance with this policy.

The LBC is not required to be registered with the Information Commissioner's Office.

The LBC will only use personal data in a manner appropriate to the basis on which that data was collected, as set out in the table above. The information will therefore be used mainly to:

- send newsletters to members
- provide e-mail updates and Zoom links to members
- provide information/guidance related to visits
- reply to enquiries received by the LBC
- make Gift Aid claims
- prepare LBC accounts

Circular e-mails being sent to members by the LBC will carry the following footer: *You are being sent this information because you have opted to receive it as a member of the London Ballet Circle. Please contact the Membership Secretary [memsec@tlbc.org.uk](mailto:memsec@tlbc.org.uk) if you no longer wish to receive such communications.*

The LBC will only collect the minimum amount of data needed for the associated purpose and will delete that information promptly once it is no longer required.\* This applies to LBC guests participating in a visit as well as to members.[\*This is with the exception of the Gift Aid data which is required to be kept for six years.]

### **3.2 Sharing Personal Data**

The LBC will not pass data to a third party or share information about donations unless:

- a third party is being used to process data on the LBC's behalf and the LBC has a data processing agreement in place which fulfils its legal obligations in this respect
- a donor (whose generosity will be acknowledged) has given express permission for his/her name to be revealed and/or associated with a specific charitable purpose
- the individual concerned has given his/her explicit consent to the sharing of personal information with another named third party
- the LBC is required by law to share the data.

### **3.3 The Rights of Individuals Over Their Data**

Where data is collected on the basis of consent, the renewal of that consent will be sought each year in the context of membership renewal. However, this consent may be revoked at any time by contacting the Membership Secretary\*. [If no specific contra-indication is made by the member on renewal of membership, the previous consent will continue to apply.]

Members have the right to see what data is being kept on them and/or to request the rectification or deletion of their data. [However, the deletion of an individual's data may make it impossible for the LBC to deliver some membership services to him/her.]

Members wishing to access these rights should contact the Membership Secretary via e-mail [memsec@tlbc.org.uk](mailto:memsec@tlbc.org.uk) , approach him/her in person, or hand a note to any Trustee for onward delivery.

A full summary of the legal rights an individual has over his/her data is available on the Information Commissioner's website: <https://ico.org.uk> . Members also have the right to

lodge a complaint with the Information Commissioner if they feel that their rights have been infringed.

### **3.4 Website Cookies**

[Cookies are small files of letters and numbers which are downloaded onto the devices of people using the LBC website.]

Any cookies will be used primarily to assist the LBC in delivering the membership functions on its website and, in this respect, the use of personal data will be for the purposes listed in Section 1 (above).

### **3.5 GDPR Specific**

#### **3.5.1 Lawful, Fair and Transparent Processing**

The LBC will ensure that its processing of data is lawful, fair and transparent.

Individuals have the right to access their personal data and any such requests made to the LBC will be dealt with in a timely manner.

#### **3.5.2 Lawful Purposes**

All data processed by the LBC will be done on one of the following lawful bases: consent; contract; legal obligation; vital interests; or public task or legitimate interest

Where consent is relied upon as a lawful basis for processing data, evidence of opt-in consent will be kept with the personal data.

The option for individuals to revoke their consent is clearly stated in 3.3 and procedures will ensure that such revocation is reflected accurately in the LBC's systems.

#### **3.5.3 Accuracy**

The LBC will take all reasonable steps to ensure that personal data is accurate.

Where necessary for the lawful basis on which data is processed, personal data will be kept up to date.

#### **3.5.4 Archiving/Removal**

The LBC will ensure that personal data is kept for no longer than necessary.

#### **3.5.5 Security**

The LBC will ensure that all personal data is stored securely, using modern software and that is kept up to date.

Access to personal data will be limited to personnel who need that access and appropriate security will avoid unauthorised sharing of information.

When personal data is deleted, this will be done in such a way as to ensure that the data is irrecoverable.

Appropriate back-up and disaster recovery solutions will be in place.

### **3.5.6 Breach**

In the event of a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data, the LBC will promptly assess the risk to people's rights and freedoms and, if appropriate, report this breach to the Information Commissioner.

**If this Privacy & Data Protection Policy is modified at any time, the LBC will publish the most current version on its website and notify the changes in its newsletter.**

**Approved:** 04.03.2019

**Reviewed:** March 2022

**Updated:** January 2024

**Next review date no later than January 2026 (or earlier if there are notified substantive legislative changes in the press)**