Herts Early Dance
Privacy Policy for Contacts

Herts Early Dance (HED) treats its contacts' privacy rights seriously. This privacy policy sets out how we will deal with your 'personal information', that is, information that could identify, or is related to the identity of, an individual.

A separate policy covers the list of those who are currently members but who want to be notified of HED events. This list is referred to as 'The Members List'.

WHAT PERSONAL INFORMATION DO WE HOLD?

When you express an interest in becoming a member of Herts Early Dance you will be asked to provide certain information. This includes:

- Name.
- Home address.
- Email address.
- Telephone number.

HOW DO WE COLLECT THIS PERSONAL INFORMATION?

All this information is provided by you. This information will be updated on your request or with information provided by you.

No personal financial information is held.

HOW DO WE USE YOUR PERSONAL INFORMATION?

We use your personal information:

- For administration.
- To communicate with you about activities.

We will send you messages by email, other digital methods, telephone and post to advise you of activities.

ON WHAT BASIS DO WE KEEP THIS INFORMATION

When you request that we keep you informed about HED events, you will be added to this list. This allows us to process these data to inform you about these events.:

WITH WHOM DO WE SHARE YOUR PERSONAL INFORMATION?

We may disclose information about you, including your personal information:

- Only those members of the Herts Early Dance Committee who require it, have access to the information.
- No information is communicated externally
- If we have a statutory duty to disclose it for other legal and regulatory reasons.

FOR HOW LONG DO WE KEEP YOUR PERSONAL INFORMATION?

We will confirm that you wish to stay on this list on an annual basis. These data can be deleted on your request.

The exceptions to this are instances where there may be legal that require information to be held for longer, whilst the circumstances are investigated or resolved. Where this is the case then the member(s) will be informed how long the information will be held for and when it is deleted.

HOW YOUR INFORMATION CAN BE UPDATED OR CORRECTED

To ensure the information we hold is accurate and up to date, members need to inform info@hertsearlydance.org.uk of any changes to their personal information.

There may be certain circumstances where we are not able to comply with this request. This would include where the information may contain references to another individuals or for legal, investigative or security reasons. Otherwise we will usually respond within 14 days of the request being made.

HOW DO WE STORE YOUR PERSONAL INFORMATION?

We have in place a range of security safeguards to protect your personal information against loss or theft, as well as unauthorised access, disclosure, copying, use, or modification. To this end, there is no external access to the files holding the membership data and the computer(s) (and their backups).

AVAILABILITY AND CHANGES TO THIS POLICY

This policy is available through EM Website (http://hertsearlydance.org.uk/privacy.php) or by request to the Chairman or Secretary. This policy will be reviewed on a regular basis and may change from time to time. If we make any material changes we will make members aware of this via email.

CONTACT

If you have any queries about this policy, need it in an alternative format, or have any complaints about our privacy practices, please contact info@hertsearlydance.org.uk .