

aod Privacy Policy

This privacy policy explains how **aod** uses any personal information we collect about you.

Why we keep personal data: We keep any personal data which is required to satisfy our legal obligations, to fulfil any contractual obligations to you and to pursue our legitimate interests of running our charity, presenting our productions, delivering our education projects, and holding fundraising events to support our charitable mission. If you provide your consent, we will also use your contact details to inform you about **aod** news and events via our newsletters. You have the right to withdraw your consent at any time.

Correction and access to your information: We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information that you think is inaccurate. You have the right to object to or restrict processing of your data or to erase your personal information. We will, however, still need to keep or process some of your data if it is legally or contractually required and such restrictions or erasure may adversely impact on our ability to deliver services to you. You also have the right to request a copy of the information that we hold about you.

How to contact us: Email us at info@actorsofdionysus.com or write to our Data Protection Lead (Tamsin Shasha) at 25 St Luke's Road, Brighton, BN2 9ZD.

Changes to our privacy policy: We keep our privacy policy under regular review and we will place any updates on this web page. This privacy policy was last updated in July 2019.

Use of third party data processors: Third party data processors are used for certain processes (detailed below) so that we can provide a more efficient or effective service. Where relevant, data is encrypted. The terms and conditions or contracts we have in place with these data processors specify that they will keep your data safe and only use it in accordance with GDPR (General Data Protection Regulation) or that they are compliant with the Data Protection Act 1998 and working towards GDPR.

How we keep your data secure: We aim to be fully compliant with GDPR. We believe our systems to be secure. The site is on a secure server with Malware and firewalls. Password policies apply to the shop only. If you use your credit card to pay for events, goods, membership fees or to donate to us, we pass your credit card details securely to our payment processing partner (PayPal) as part of the payment process. You can find out more about PayPal here: <https://www.paypal.com/uk/home>

Complaints: If you believe that there is a problem with the way we are handling your personal information then please contact us at info@actorsofdionysus.com. You also have the right to contact the Information Commissioner's Office to complain.

Cookies: Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. This information is used to track visitor use of the website and to compile statistical reports on website activity. For further information about cookies visit www.aboutcookies.org. You can set your browser not to accept cookies and the above website tells you how to remove cookies from your browser. However, in a few cases some of our website features may not function as a result.

| What personal data we keep | How we keep your data | How long we keep your data and why | Who we share your data with and why |
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| Supporters | | | |
| <p>When you become a supporter or a member of our charity, you may provide your name, address, telephone number, email address and date of birth to us.</p> | <p>We store your data on our membership database and on our work devices so that we can assess your eligibility, process your membership application and fulfil our contractual obligations to you.</p> <p>Some data may be stored on our email system if we enter into further communication with you.</p> <p>We may store your details on our finance database so that we can maintain appropriate financial records.</p> | <p>We keep your data while the application process takes place.</p> <p>We keep your data throughout your membership and for up to 1 year following your last unpaid renewal request in case you change your mind. If you decide to no longer support the charity, we may ask for your consent to keep your data for future contact.</p> <p>Emails containing data may be stored for a period of time, or until a cleaning up of emails is required.</p> <p>We keep your details on our finance database and any communications regarding your financial transactions with us for up to 6 years to be compliant with the Companies Act 2006.</p> | <p>If you pay for goods or services via the website, your data is processed by a third party encrypted payment portal (PayPal) All transactions are made via the PayPal system.</p> <p>If you provide your consent to receive our newsletters, we share your data with a third party (Drone Major Group) who manage our mailing lists.</p> |
| Donors | | | |

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| <p>If you donate money to us, we keep your name, telephone number, address, email address and any other details that you disclose to us.</p> | <p>We store your data on our work devices so that we can provide you with monthly updates, if appropriate, and provide supporting information for audit purposes.</p> <p>We may store your details on our finance database so that we can maintain appropriate financial records.</p> <p>To make our fundraising as effective as possible, we may research you using publicly available sources, and this information may be kept.</p> <p>Some data may be stored on our email system if we enter into further communication with you.</p> | <p>We may keep your details for a number of years for our records and for auditing purposes.</p> <p>We keep details regarding your financial transactions with us and details of your tax status for up to 6 years, to be compliant with the Companies Act 2006 and HMRC GiftAid regulations. Details of your donations are held on the membership database so that we can claim GiftAid, where appropriate.</p> <p>Search engine data may be kept for a period of time until a cleaning up of our system is required.</p> <p>Emails containing data may be stored for a period of time, or until a cleaning up of emails is required.</p> | <p>If you pay for goods or services via the website, your data is processed by a third party encrypted payment portal (PayPal) All transactions are made via the PayPal system.</p> <p>If your donation is made directly to aod and you have signed the GiftAid declaration, we share your name, address and possibly other contact details with HMRC in accordance with GiftAid legal requirements.</p> <p>If you provide your consent to receive our newsletters, we share your data with a third party (Drone Major Group) who manage our mailing lists.</p> |
| <p>Guests/audiences</p> | | | |

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| <p>If you attend an aod event as a guest, we may take details including your name, email address and telephone number on arrival, for safety reasons.</p> | <p>If you are on the guest list for an event, your details will be held on that list so that you can attend the event, and so that we can ensure safety and the smooth running of the event.</p> <p>When you RSVP to an event, these details are kept on our database for our own information, and so that we can make future contact with you.</p> <p>Some data may be stored on our email system if we enter into further communication with you.</p> | <p>We keep guest lists for a number of years in order to measure demographics and to provide information for reporting and evaluation.</p> <p>Emails containing data may be stored for a period of time, or until a cleaning up of emails is required.</p> | <p>Selected photos may be shared with a third party (Drone Major Group) who post them on our website and in newsletters. Material may also be shared on social media.</p> <p>If you provide your consent to receive our newsletters, we share your data with a third party (Drone Major Group) who manage our mailing lists.</p> |
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| <p>If you attend a ticketed event (such as an aod performance) or enter a competition to win tickets, we may be provided with your name, telephone number, email address, and possibly other details.</p> <p>If you fill in one of our evaluation forms we keep the information that you disclose to us.</p> | <p>We may keep prize winners or audience details in a document in case of any problems related to the performance.</p> <p>We file evaluation forms on our work devices and in files and may use the information that you provide to create reports for demographic, funding or evaluative purposes.</p> <p>Some data may be stored on our email system if we enter into further communication with you.</p> | <p>Evaluation forms and demographic or other reports containing this information can be kept for a number of years.</p> <p>Emails containing data may be stored for a period of time after the event to maintain good practice, or until a cleaning up of emails is required.</p> <p>This is the same for any other documents created which are related to guests or audiences.</p> | <p>If you pay for goods or services via the website, your data is processed by a third party encrypted payment portal (PayPal) All transactions are made via the PayPal system.</p> <p>Most ticketed event bookings are made via third-party data processors. They may share your contact details with us so that we can ensure that you are allowed access to the event, to comply with health and safety regulations and to contact you if necessary.</p> <p>If you win a competition or request comp tickets, we may share some of your information with the venue in question. They may keep your details on file, but they should ask you for your consent before doing so. Some data may be stored on their email system if we liaise with them to arrange your tickets.</p> <p>Selected photos may be shared with a third party (Drone Major Group) who post them on our website and in newsletters. Material may also be shared on social media.</p> <p>If you provide your consent to receive our newsletters, we share your data with a third party (Drone Major Group) who manage our mailing lists.</p> |
| <p>Teachers/ educational venues</p> | | | |

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| <p>If we visit with a workshop, we require the lead contact's details and specific demographic details related to the participants, which are provided by you via our booking form. This is to ensure safety and the smooth running of the event.</p> <p>We may request photographs from the workshops, which helps us to promote our work.</p> <p>If you fill in one of our evaluation forms we keep the information that you disclose to us.</p> | <p>Information is kept on our work devices for management and scheduling purposes. We may use the information that you provide to create reports for demographic, funding or evaluative purposes. We keep details so that we can make future contact with you about similar opportunities.</p> <p>Photos are shared on social media and in newsletters and reports, if appropriately consented to.</p> <p>Some data may be stored on our email system if we enter into further communication with you.</p> | <p>We keep documents for a number of years in order to measure demographics and to provide information for reporting and evaluation.</p> <p>Emails containing data may be stored for a period of time, or until a cleaning up of emails is required.</p> | <p>If you pay for goods or services via the website, your data is processed by a third party encrypted payment portal (PayPal) All transactions are made via the PayPal system.</p> <p>Information is shared with our workshop leaders in order to achieve best practice and so that they can plan workshops accordingly.</p> <p>Selected testimonials and photos are shared with a third party (Drone Major Group) who post them on our website and in newsletters.</p> <p>If you provide your consent to receive our newsletters, we share your data with a third party (Drone Major Group) who manage our mailing lists.</p> |
| <p>Job applicants or volunteers</p> | | | |

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| <p>If you apply for a job with aod you will need to provide us with your name, telephone number, address, email address, CV and possibly a copy of your ID documents and other background information where applicable, so that we can assess your eligibility for the role.</p> <p>If you are offered a position, we will obtain a reference(s) from previous or existing employers.</p> <p>We may require more details about your background in certain cases, such as DBS information and criminal record checks.</p> | <p>We store your job application documents, references, specific additional material obtained and any communication with you or relevant third parties on our email system and work devices. We may print this out for office use.</p> <p>Some data may be stored on our email system if we enter into further communication with you.</p> | <p>If you do not pursue your application or you are unsuccessful at interview, we may keep these details in case any future opportunities become available, or to provide feedback on the recruitment process.</p> <p>In certain cases, it may be necessary to retain documents for legal purposes.</p> <p>Emails containing data may be stored for a period of time, or until a cleaning up of emails is required.</p> <p>Board meeting minutes are kept for the duration of the charity and for 10 years after its dissolution in compliance with the requirements of the Charity Commission and the Companies Act 2006.</p> | <p>In some cases, employment agencies may share CVs and references containing personal details of applicants with us so that we can shortlist for interview.</p> <p>Previous and existing employers provide us with personal data regarding employment dates, performance or other relevant referencing information.</p> <p>If required, we submit your personal details and ID to the Disclosure and Barring Service (DBS Scotland) for verification in accordance with legal requirements.</p> <p>Information may be shared with our board of trustees during the recruitment process, and information may be included in board meeting minutes.</p> |
| <p>Trustee applicants</p> | | | |

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| <p>If you apply to be a trustee for aod you will need to provide us with your name, telephone number, address, email address, CV and possibly a copy of your ID documents and other background information where applicable, so that we can assess your eligibility for the role.</p> <p>If you are offered a position, we will obtain a reference(s) from previous or existing employers.</p> <p>We may require more details about your background in certain cases, such as DBS information and criminal record checks.</p> | <p>We store your application documents, references, specific additional material obtained and any communication with you or relevant third parties on our email system and work devices. We may print this out for office use.</p> <p>If your application progresses to the Nominations Committee, your personal details will be included in the minutes of that meeting.</p> <p>Some data may be stored on our email system if we enter into further communication with you.</p> | <p>If you do not pursue your application or you are unsuccessful at interview, we may keep these details in case any future opportunities become available, or to provide feedback on the recruitment process.</p> <p>In certain cases, it may be necessary to retain documents for legal purposes.</p> <p>Board meeting minutes are kept for the duration of the charity and for 10 years after its dissolution in compliance with the requirements of the Charity Commission and the Companies Act 2006.</p> <p>Emails containing data may be stored for a period of time, or until a cleaning up of emails is required.</p> | <p>In some cases, employment agencies may share CVs and references containing personal details of applicants with us so that we can shortlist for interview.</p> <p>Previous and existing employers provide us with personal data regarding employment dates, performance or other relevant referencing information.</p> <p>Information will be shared with our board of trustees during the recruitment process, and information may be included in board meeting minutes.</p> <p>If required, we submit your personal details and ID to the Disclosure and Barring Service (DBS Scotland) for verification in accordance with legal requirements.</p> |
| <p>Contractors</p> | | | |
| <p>If we enter into a contract for services with you, you provide us with your name, telephone number, address, email address, bank account details and any other information deemed relevant to the service.</p> | <p>We will store your details on our finance database and on our work devices so that we can fulfil our contractual obligations to you and maintain appropriate financial records.</p> <p>Some data may be stored on our email system if we enter into further communication with you.</p> | <p>We keep your details on our finance database and any communications regarding your financial transactions with us for up to 6 years to be compliant with the Companies Act 2006.</p> <p>We keep your details for a number of years, for future contracting opportunities.</p> <p>Emails containing data may be stored for a period of time, or until a cleaning up of emails is required.</p> | <p>Depending on the nature of the contract, information may be shared with third parties such as venues or hosts.</p> <p>We may share your details with third parties as part of recommendations for work, but you should be asked for consent first.</p> |