

# Big Top Musical Adventures CIC Privacy Policy



## Introduction

On 25 May 2018, the General Data Protection Regulation (GDPR) will be enforced across Europe, including the UK. The law aims to give citizens more control over their data and to create one set of rules that will be enforced across Europe. GDPR covers both written information and information stored and created on computers. The law clearly sets out how and where personal data is kept by organisations and includes staff, volunteers, beneficiaries, suppliers and supporters.

Big Top Musical Adventures CIC has a duty to work within the new regulations as it "collects, stores and processes" data about individuals when undertaking its operations. The Trustees will endeavour to ensure data is managed within the requirements and will minimise access etc. to any personal data to a minimum, by Trustees/Volunteers, within its work. The following policy is not a definitive statement on the GDPR, but seeks to interpret relevant regulations and guidance where they affect Big Top Musical Adventures CIC.

## Policy Statement

Big Top Musical Adventures CIC is committed to meeting its obligations and ensuring compliance with the Data Protection Act of 1998 and the General Data Protection Regulation (GDPR) when it comes into force on 25 May 2018. Big Top Musical Adventures CIC will:

- respect the rights of each individual
- be open and transparent about the personal data it holds
- strive to observe the law in all collection and processing of subject data
- meet any subject access request in compliance with the law

- provide training and support to Big Top Musical Adventures CIC representatives who handle personal data in the course of their duties
- maintain an up-to-date Information Commissioner’s Office (ICO) registration (which requires changes to the registration within 28 days of any adjustments)
- inform the ICO of breaches of the Acts (where required)
- include Data Protection guidance for all trustees and employees

Big Top Musical Adventures CIC will only use data in ways relevant to carrying out its legitimate purposes and functions as a community interest company in a way that is not prejudicial to the interests of individuals. Big Top Musical Adventures CIC will take due care in the collection and storage of any sensitive data. Big Top Musical Adventures CIC representatives will do their utmost to keep all data accurate, timely and secure.

Big Top Musical Adventures CIC’s nominated Data Controller is the CEO. All Big Top Musical Adventures CIC representatives will be aware of the requirements of the Data Protection Act when they collect or handle data about an individual. Big Top Musical Adventures CIC representatives will not disclose data except where there is subject consent or legal requirement. Data sent to outside agencies will always be protected by a written contract. All collection and processing will be done in good faith. Paper records will be destroyed when no longer required.

## **Collection of information**

Big Top Musical Adventures CIC may collect information about individuals whenever they interact with the organisation, for example when individuals:

- Register (on behalf of children, young people and vulnerable adults) to participate in Big Top Musical Adventures CIC activities/sessions
- apply to volunteer or work as a Big Top Musical Adventures CIC practitioner
- enquire about our activities, visit our website or donate to the company
- sign up to receive our newsletter
- attend a Big Top Musical Adventures CIC event and provide us with information about you
- fundraise on our behalf
- post content to Big Top Musical Adventures CIC’s social media
- contact us by email, online contact form, phone, SMS, social media or post

Big Top Musical Adventures CIC may collect information in the following ways:

- when individuals provide information directly in booking places for Big Top Musical Adventures CIC sessions
- when individuals provide information directly as a volunteer or Big Top Musical Adventures CIC practitioner

- when individuals provide information directly, for example by providing details when they request information or make a donation
- when individuals provide information indirectly, for example when using other fundraising sites and provide consent to be contacted by Big Top Musical Adventures CIC
- when individuals connect with Big Top Musical Adventures CIC on social media and messaging services
- when individuals use Big Top Musical Adventures CIC websites and information about the visit is recorded and stored (e.g. Google Analytics for website statistics tracking)
- when information about individuals is available from other public sources, Big Top Musical Adventures CIC may collect personal details from the public domain, such as from company websites and news sites, to provide background information about an individual for Big Top Musical Adventures CIC representatives in preparation for a meeting/event. This information will only be used for this purpose and not stored after the meeting/event unless consent has been provided by the individual.

Each information collection system will make individuals aware of this policy and include a statement to ensure they are aware of their right to ask not to be contacted for marketing and fundraising purposes.

### Personal information - Justification of collection

Stakeholder Group	Requirement for data/information (Legitimate Interests)	Consent Required
Participants- children, young people and vulnerable adults with disabilities, and their siblings	<ul style="list-style-type: none"> <li>• management of Big Top Musical Adventures CIC activities/projects</li> <li>• impact measurement</li> <li>• anonymised data may be used to inform Big Top Musical Adventures CIC planning and provision of activities/projects</li> </ul>	<ul style="list-style-type: none"> <li>• use as case studies</li> </ul>
Parents/guardians of participants	<ul style="list-style-type: none"> <li>• management of Big Top Musical Adventures CIC activities/projects</li> <li>• impact measurement</li> </ul>	<ul style="list-style-type: none"> <li>• engagement in case studies</li> <li>• parental/guardian consent for use of images/recordings of their children</li> <li>• marketing</li> </ul>

Previous participants – children, young people and vulnerable adults	<ul style="list-style-type: none"> <li>• impact measurement</li> </ul>	<ul style="list-style-type: none"> <li>• use as case studies</li> <li>• use of images/recordings</li> </ul>
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Organisational supporters	<ul style="list-style-type: none"> <li>• acknowledgement of support</li> <li>• relationship management</li> </ul>	<ul style="list-style-type: none"> <li>• marketing</li> <li>• fundraising</li> </ul>
Individuals who follow Big Top Musical Adventures CIC on social media	<ul style="list-style-type: none"> <li>• social media contact</li> </ul>	<ul style="list-style-type: none"> <li>• marketing via other channels</li> </ul>
Individual/organisation who sent an enquiry	<ul style="list-style-type: none"> <li>• response to the enquiry</li> </ul>	
Suppliers	<ul style="list-style-type: none"> <li>• management of the company</li> </ul>	<ul style="list-style-type: none"> <li>• marketing</li> </ul>

	<ul style="list-style-type: none"> <li>• anonymised data may be used to inform Big Top Musical Adventures CIC planning and provision of activities/projects</li> </ul>	
Parents/guardians of previous beneficiaries	<ul style="list-style-type: none"> <li>• impact measurement</li> </ul>	<ul style="list-style-type: none"> <li>• parental/guardian consent for use of their children's images</li> </ul>
Volunteers	<ul style="list-style-type: none"> <li>• volunteer management</li> </ul>	<ul style="list-style-type: none"> <li>• use of images</li> <li>• marketing</li> </ul>
Freelance collaborators	<ul style="list-style-type: none"> <li>• management</li> </ul>	<ul style="list-style-type: none"> <li>• use of images</li> <li>• marketing</li> </ul>

In the instances outlined in the above justification of collection, Big Top Musical Adventures CIC will only process personal information without consent when we are legally allowed to do so. This will only be where it is in the company's legitimate interests to do so and where we are confident that such processing is not likely to prejudice individuals' legitimate interests or rights and freedoms.

In all other instances, Big Top Musical Adventures CIC will process personal information on the basis of consent that has been given by individuals, who are entitled to withdraw that consent at any time such that we can no longer rely on it as a basis for continuing to process their personal information.

## **Consent Statements for each 'data collection point'**

### **Use of information**

Big Top Musical Adventures CIC will use personal information in a range of ways, which include:

- to provide individuals with the support or information they have requested
- to provide inclusive Big Top Musical Adventures CIC activities and sessions
- to update individuals about any changes to Big Top Musical Adventures CIC services
- to administer donations, including Gift Aid processing
- to support individuals' fundraising activities
- to maintain organisational records and ensure we have up-to-date marketing and communication preferences for individuals
- to send newsletters or other information about Big Top Musical Adventures CIC's work
- to invite individuals to participate in fundraising activities and attend events
- to invite individuals to make donations to support Big Top Musical Adventures CIC's work
- to invite individuals to participate in surveys or research
- to analyse and improve the operation of our websites
- to analyse individuals' use of our websites

Big Top Musical Adventures CIC requires sensitive personal data (as defined by the Data Protection Act 1998) to plan Big Top Musical Adventures CIC sessions and activities. We will process any sensitive personal data only in relation to participation in Big Top Musical Adventures CIC services and destroy when no longer needed.

## **Images and recordings**

Big Top Musical Adventures CIC uses images, video and audio recordings on its websites and within publications, and has a detailed photography, video and audio recording policy that covers this practice. We do not permit photographs, other images, video or audio recordings of children, young people and vulnerable adults to be taken without the consent of the parents/guardians. This consent is valid whilst the child is a participant of Big Top Musical Adventures CIC and for up to two years afterwards.

All images, video and audio recordings will be stored securely, and identified only through a child's first name and first letter of their surname (so they cannot be traced). If images, video or audio recordings are selected to be used in high-profile contexts (such as YouTube videos and television programmes), we always ask further permission of parents/guardians and children. We take all steps to ensure these images are used solely for the purposes they are intended.

## **Security of information**

Big Top Musical Adventures CIC places significant importance on the security of individuals' personal information and we will always try to take appropriate precautions to protect it by:

- ensuring that there are appropriate technical controls in place to protect personal details on our websites and internal systems
- ensuring that only authorised personnel (i.e. selected Big Top Musical Adventures CIC staff, volunteers or contractors) have access to your information, and that they are appropriately trained to manage personal information.
- ensuring that donations and payments are processed securely
- Keeping written documents with personal data in a locked filing cabinet

Should Big Top Musical Adventures CIC suffer a data loss or breach, the individual identifying the breach will pass all relevant information to the Director) who will record the incident information and assess if the loss/breach is significant enough to be reportable to the ICO. GDPR requires that data losses/breaches are reported within 72 hours by the Data Controller and this will be strictly complied to by Big Top Musical Adventures CIC.

## **Sharing of information**

Before using any external organisations to collect and/or process personal data on our behalf, Big Top Musical Adventures CIC will perform rigorous checks to ensure they meet all relevant regulations and legislation. The contract will impose robust data protection requirements, including the provisions of this policy, and seek to provide maximum protection of individuals' personal information.

Big Top Musical Adventures CIC may legally be required to disclose personal information if required to do so by law. Such circumstances might include safeguarding, prevention and detection of crime, terrorism and legal proceedings. We will only ever share personal information in other circumstances if we have consent to do so. Such consent will be recorded and include the information to be shared and with whom. We will never sell personal information to third parties.

## **How long will Big Top Musical Adventures CIC store information?**

Big Top Musical Adventures CIC will hold individuals' personal information on our systems for as long as is necessary for the relevant activity.

Big Top Musical Adventures CIC has set a limit of three years for holding data valid since last proactive contact confirming consent by the individual. After three years, the information will be either renewed by an individual or archived.

Big Top Musical Adventures CIC will maintain a list of signed photographic consents where individuals are identifiable, and the images are used for publicity or promotional purposes. Images captured for historical records will be exempt. Images captured in other organisational settings will be exempt as it is assumed that suitable permission is obtained by each individual setting.

## **Individuals' Rights**

The GDPR provides the following rights for individuals over their personal information and how we use it:

1. The right to be informed
2. The right of access
3. The right to rectification
4. The right to erasure
5. The right to restrict processing
6. The right to data portability
7. The right to object
8. Rights in relation to automated decision making and profiling.

If an individual would like to exercise any of these rights, they should contact in writing at Big Top Musical Adventures CIC, 37 Waterloo Road, Kings Heath, Birmingham, B147SD or emailing [info@bigtopmusic.co.uk](mailto:info@bigtopmusic.co.uk)