

Eleesha Drennan Dance Privacy Policy

We are committed to safeguarding the privacy of the personal information you share with us when using this website. This policy explains how we do this. It applies to personal information collected on websites owned and controlled by Eleesha Drennan Dance (collectively referred to in this policy as 'we', 'us', or 'are').

1. Our details

This website is owned by Eleesha Drennan Dance.

Our contact details:

Eleesha Drennan Dance,
7 Watermead Lane, London, SE6

2. The type of personal information we collect

We currently collect and process the following information:

- Personal identifiers and contact details (for example, name and contact details, address)

The amount of information we collect:

- The minimum information we need to subscribe you to our services is your email address and name. We may ask you more questions for different services, including promotions and registering of interest to one of our services. Unless we say otherwise, you have to answer all the registration questions if you choose to register.

3. How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- You have signed up to our mailing list
- You have updated your personal information on our mailing list
- You have contacted us directly and shared your personal information – e.g. you have sent us an email
- You are working with us or are a current or recent partner, supporter or collaborator of Eleesha Drennan Dance

We use the information that you have given us in order to:

- Communicate with you directly about activity and company news that you have indicated your interest in via Eleesha Drennan Dance mailings;
- Direct communication between one of our team members and yourself where we deem the communication to be of legitimate interest.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are one or more of the following:

(a) Your consent. You are able to remove your consent at any time. You can do this by contacting info@eleeshadrennandance.com or clicking the unsubscribe button in an email / replying with 'unsubscribe'.

(b) We have a legitimate interest.

In very rare cases we may also rely on other lawful basis for processing this information:

(c) We have a contractual obligation.

(d) We have a legal obligation.

(e) We have a vital interest.

4. Security and how we store your personal information

In using this website, you acknowledge that the transmission of information over the internet is inherently insecure.

We will take reasonable technical and organisational precautions to prevent the loss, misuse or alteration of your personal information. This means:

- We make sure that we have appropriate security measures to protect your information:
 - Your information is stored in one or more of the following locations: password protected cloud storage with the following third party Data Processor: Mailchimp.
 - We make sure appropriate security software is installed, updated and utilised on devices used by members of staff.
 - We make sure that when we ask another organisation to provide a service for us, they have appropriate security measures.
- We respect your privacy:
 - You should receive marketing (whether by email, post, SMS or telephone) only from us. We will make sure it is clear when you can make these choices, for example, you can change your preferences if you no longer want to receive communications from us.
- We will make sure that personal information that we process for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.
- We will collect and use individual user details only if we have your permission or we have sensible business reasons for doing so, such as collecting enough information to effectively manage subscriptions.
- We will be clear in our dealings with you as to what information about you we will collect and how we will use it.
- We will use personal information only for the purposes for which it was originally collected and we will make sure we store and delete it securely.

5. When we will share your personal data with third parties

We will only share your personal data in the following circumstances:

- With your consent: We may share your data with third parties where we have obtained your express consent to do so.

- **Authorised vendors:** We may share your data with third-party vendors that help us operate our services. This includes payment processors, cloud-based hosting services, monitoring services, email service providers, customer relations management (CRM) vendors.
- **Certain legal situations:** We may share your data where we believe disclosure is necessary to comply with a legal obligation.
- **Aggregated or anonymised information:** We may publicly disclose non-personal aggregated or anonymised information such as our number of visitors and registered subscribers.

We use reasonable efforts to vet vendors for their privacy and data security practices. We require that such vendors agree to protect the data we share.

6. Links to third party websites

Our website includes hyperlinks to, and details of, third party websites. We have no control over, and are not responsible for, the privacy policies and practices of third parties.

7. Children's Privacy

This site is not intended for use by individuals under 13 years of age and so if you are under 13 please do not provide any personal information to us without the consent of your parent(s) or guardian.

8. Changes to this Privacy Policy

We will publish changes to the privacy policy here on this webpage and will let members of our mailing list know when we have done so. We will review our Privacy Policy on an annual basis, or more frequently if we think it is necessary to do so.

9. Your data protection rights

Under data protection law, you have rights including:

- **Your right of access** – You have the right to ask us for copies of your personal information.
- **Your right to rectification** – You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- **Your right to erasure** – You have the right to ask us to erase your personal information in certain circumstances.
- **Your right to restriction of processing** – You have the right to ask us to restrict the processing of your personal information in certain circumstances.
- **Your right to object to processing** – You have the right to object to the processing of your personal information in certain circumstances.

- Your right to data portability – You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.
- You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us by emailing info@eleeshadrennan.com or via the details at the top of this policy if you wish to make a request.

10. How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us by emailing info@eleeshadrennandance.com

You can also complain to the ICO if you are unsatisfied with our response to your complaint and are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>