



Guild for Movement and Dance

**Laban**

*promoting the legacy of Laban through  
dance, drama, therapy and education*

## PRIVACY POLICY AND COOKIES POLICY

We at the **Laban Guild for Movement and Dance – Charity Number 266435** (“we” or “our” or “us”) want to make sure all the personal information we have collected about you, is safe and secure whether we collect it through our website at [www.labanguild.org.uk](http://www.labanguild.org.uk) (“Site”) or from other sources. This Policy set outs our commitments to you, in compliance with and beyond the General Data Protection Regulation (commonly known as the **GDPR**) and explains how we collect, store and use your personal information.

We have not appointed a Data Protection Officer to oversee our compliance with data protection laws as we not required to do so, but our **Data Protection Compliance Officer** has overall responsibility for data protection compliance in our organisation. If you have any questions about this Policy or what we do with your personal information, their contact details are set out in the "**Contact**" section below.

### **PRIVACY NOTICES**

Collecting specific, relevant personal information is a necessary part of us being able to provide you with any services you may request from us or in providing services to our members and participants or just managing our relationship with you.

When we hold or use your personal information as a **Data Controller** (*see below for a description of what this is*) we will provide you with a privacy notice which sets out in detail what information we hold about you (such as your contact details, address, etc.), how your personal information may be used and the reasons for these uses, together with details of your rights.

Where we collect personal information from you directly, we will provide this privacy notice at the time we collect the personal information from you. Where we receive your personal information indirectly, we will provide this privacy notice when we first contact you, first pass the data to someone else or within a month, whichever is the earlier.

We will only provide this privacy notice to you once, generally at the start of our relationship with you. However if the applicable privacy notice is updated substantially, then we may provide you with details of the updated version. You are encouraged to check back regularly for updates.

Copies of our Privacy Notices and Data Protection Policy can be found below:

- Laban Guild Privacy Notice for Members [May 2018] – [www.labanguild.org.uk](http://www.labanguild.org.uk)
- Laban Guild External Privacy Policy [May 2018] (for people external to our organisation) – [www.labanguild.org.uk](http://www.labanguild.org.uk)
- Laban Guild Data Protection Policy – [www.labanguild.org.uk](http://www.labanguild.org.uk)

Please note that it is possible for you to be covered by more than one privacy notice, for example you may be a member who comes onto premises that we use and is recorded on CCTV. In this example both our member privacy notice and our CCTV privacy notice would apply to you.

## THE DIFFERENCE BETWEEN DATA CONTROLLERS/PROCESSORS

A **Data Controller** is a person/organisation who controls how personal information is processed and used. A **Data Processor** is a person who processes and uses personal information in accordance with the instructions of a third party, i.e. the data controller.

This distinction is important. You have certain rights in relation to your personal information, for example the right to be provided with the personal information held about you and details of its use and the right to have certain of your personal information either erased or anonymised, commonly referred to as the right to be forgotten (*see below to see what rights you have*). These rights can generally only be exercised against a data controller of your information.

In most cases, the Laban Guild will be the Data Controller of your personal information. In any case where we are not a Data Controller this means that you cannot exercise these rights against us directly (i.e. where we only act as a Data Processor), but you can do so against the Data Controller (i.e. the person who controls how we process the personal information). The Laban Guild has appointed a **Data Protection Compliance Officer**. Details of our current DPCO – Yael Owen-Mckenna - can be found on the Laban Guild website and she can be reached at: [ynsowen@hotmail.com](mailto:ynsowen@hotmail.com). This post will be responsible for overseeing our compliance with data protection laws and how they protect the data of members of the Laban Guild. In the case that you require to know more about the Data Controller of your personal information, you can direct any such requests to Yael Owen-Mckenna in her role as **Data Protection Compliance Officer**.

The Laban Guild will provide you with a Privacy Notice about your personal information, so where we process your personal information as a Data Controller we will provide you with a privacy notice. In the unlikely event that we would become a Data Processor for a third party, that third party should provide you with a privacy notice which will set out details regarding the processing of your personal information, which should also include the processing to be carried out by us on their behalf. NOTE: The Laban Guild would be highly unlikely to process or deal with data from a third party.

## HOW DO WE USE YOUR PERSONAL INFORMATION?

We will use your personal information as described in the Privacy Notice provided to you, but, for example, we may use your personal information to administer your Membership or to send you information we think you might find useful, provided you have indicated that you are happy to be contacted for these purposes. To see how we use your personal information, please see our current privacy notices, which can be accessed below:

- Laban Guild Privacy Notice for Members [May 2018] – [www.labanguild.org.uk](http://www.labanguild.org.uk)
- Laban Guild External Privacy Policy [May 2018] (for people external to our organisation) – [www.labanguild.org.uk](http://www.labanguild.org.uk)
- Laban Guild Data Protection Policy – [www.labanguild.org.uk](http://www.labanguild.org.uk)

## WHO DO WE SHARE YOUR PERSONAL INFORMATION WITH?

Details of how we disclose your personal information are set out in the relevant Privacy Notice provided to you, but generally it is where we need to do so in order to run the Laban Guild (e.g. where other people process information for us). In such circumstances, we will put in place arrangements to protect your personal information. Outside of that we do not disclose your personal information unless we are required to do so by law.

It is highly unlikely that we will transfer personal information about you outside the European Economic Area (EEA). If this was ever to occur, we will let you know and ensure that all reasonable security measures are taken and that any third party processors will be required to process the information in accordance with information protection laws and we will notify you in your Privacy Notice if we are the information controller.

We do not sell, trade or rent your personal information to others.

## HOW LONG DO WE HOLD ON TO YOUR PERSONAL INFORMATION?

Further details of how long we hold onto your personal information for are set out in the relevant privacy notice provided to you, but we will only hold your information for as long as is necessary or where you ask us to delete records we may delete it earlier.

The duration for which we retain your personal information will differ depending on the type of information and the reason why it was collected. However, in some cases personal information may be retained on a long term basis: for example, personal information that we need to retain for legal purposes will normally be retained for at least six years in accordance with usual commercial practice and regulatory requirements.

## WHAT ARE YOUR RIGHTS?

Full details of your rights set out in the relevant Privacy Notice provided to you, but you are entitled by law to ask for a copy of your personal information at any time. You are also entitled to ask us to correct, delete or update your personal information, to send your personal information to you or another organisation and to object to automated decision making. Where you have given us your consent to use your personal information in a particular manner, you also have the right to withdraw this consent at any time.

To exercise any of your rights, or if you have any questions relating to your rights, please contact us by using the details set out in the "**Contact**" section below. You can also unsubscribe from email correspondence sent to you by the Laban Guild (**for example the Eflash**) by clicking on the **unsubscribe link** in the marketing messages we send to you.

You should note that some of your rights may not apply as they have specific requirements and exemptions which apply to them and they may not also apply to personal information recorded and stored by us. However your right to withdraw consent or object to processing for direct marketing are absolute rights.

If you are unhappy with the way we are using your personal information you can complain to the UK Information Commissioner's Office or your local data protection regulator. More information about your legal rights can be found on the Information Commissioner's website at <https://ico.org.uk/for-the-public/>. However, we are here to help and would encourage you first to contact **the Laban Guild Data Protection Compliance Officer** to resolve your complaint in the first instance.

## LINKING WITH THIRD PARTY SITES

The Laban Guild website will occasionally contain links to and from the websites of some of our partners, other dance organisations who are associated with or supporters of our work. If you follow a link to any of these websites, please note that these websites have their own privacy policies and they will be a Data Controller of your personal information. We do not accept any responsibility or liability for these policies and you should check these policies before you submit any personal information to these websites.

In addition, if you linked to this site from a third-party site, we cannot be responsible for the privacy policies and practices of the owners or operators of that third-party site and recommend that you check the policy of that third-party site and contact its owner or operator if you have any concerns or questions.

## SECURITY

We employ a variety of technical and organisational measures to keep your personal information safe and to prevent unauthorised access to, or use, or disclosure of it. Unfortunately, no information transmission over the Internet is guaranteed 100% secure nor is any storage of information always 100% secure, but we do take all appropriate steps to protect the security of your personal information. We take information and system security very seriously indeed.

## CHANGES TO THIS POLICY

Any changes we may make to this Policy in the future will be posted on our website [www.labanguild.org.uk](http://www.labanguild.org.uk) and, where appropriate you may be notified by e-mail. When we change this Policy in a material way, we will update the version date at the bottom of this page. Please check back frequently to see any updates or changes to this Policy and should you object to any alteration, please contact us as set out in the "**Contact**" section below.

## **CONTACT**

In the event of any query or complaint in connection with the information we hold about you, please email [Membershipsecretary@labanguild.org.uk](mailto:Membershipsecretary@labanguild.org.uk) or write to us at:

**Membership Secretary – Laban Guild for Movement and Dance**

11 Sherborne Road,  
Basingstoke, Hampshire  
RG21 5TH

**Our Data Protection Compliance Officer can be contacted at:**

**Yael Owen-Mckenna – Chair Laban Guild for Movement and Dance**

26 Fosse Crescent

Princethorpe

Nr. Rugby, Warwickshire

CV23 9PQ

[ynsowen@hotmail.com](mailto:ynsowen@hotmail.com)

Whilst this privacy policy sets out a general summary of your legal rights in respect of personal information, this is a very complex area of law. More information about your legal rights can be found on the Information Commissioner's website at <https://ico.org.uk/for-the-public/>.

**Version Date: [May 2018]**