

# GDPR

## Skylight Circus Arts Privacy Statement

### Your Personal Data:

#### What we need

Skylight Circus in Education T/A Skylight Circus Arts is what's known as the 'Controller' of the personal data you provide to us.

We may collect, use, store and transfer different kinds of personal data about you which we have grouped together as follows:

- **Identity Data** includes first name, last name, username or similar identifier.
- **Contact Data** includes address, email address and telephone numbers.
- **Financial Data** includes bank account and payment details.
- **Transaction Data** includes details about services you have received from us.
- **Marketing and Communications Data** includes your preferences in receiving marketing from us and our third parties and your communication preferences.

#### Why we need it

We need to know your personal data in order to provide you with information about the company, classes, performances. We also need this data for participants in classes, to maintain our duty of care. We will not collect any personal data from you we do not need in order to provide and oversee this service to you.

#### What we do with it

All the personal data we process is processed by our staff in the UK however for the purposes of IT hosting and maintenance this information may be located securely on Google servers outside the European Union. No 3rd parties have access to your personal data unless the law allows them to do so.

We will only use your personal data when the law allows us to. Most commonly, we will use your personal data in the following circumstances:

- Where we need to perform a service or contract we hold with you.
- Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.
- Where we need to comply with a legal obligation.

We may share your personal data with external Third Parties including our funders and regulators.

We require all third parties to respect the security of your personal data and to treat it in accordance with the law. We do not allow our third-party service providers to use your personal data for their own purposes and only permit them to process your personal data for specified purposes and in accordance with our instructions.

We have a Data Protection regime in place to oversee the effective and secure processing of your personal data. More information on this framework can be found on our website.

#### **How long we keep it**

We will only retain your personal data for as long as reasonably necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, regulatory, tax, accounting or reporting requirements. We may retain your personal data for a longer period in the event of a complaint or if we reasonably believe there is a prospect of litigation in respect to our relationship with you.

To determine the appropriate retention period for personal data, we consider the amount, nature and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal, regulatory, tax, accounting or other requirements.

#### **What we would also like to do with it**

We would like to use service user name and email addresses to inform you of our future offers and similar products. This information is not shared with third parties and you can unsubscribe at any time via phone, email or our website.

We will only use your personal data for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original

purpose. If you wish to get an explanation as to how the processing for the new purpose is compatible with the original purpose, please contact us.

If we need to use your personal data for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

Please note that we may process your personal data without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

### **What are your rights?**

Under certain circumstances, you have rights under data protection laws in relation to your personal data. These include:

- Request access to your personal data.
- Request correction of your personal data.
- Request erasure of your personal data.
- Object to processing of your personal data.
- Request restriction of processing your personal data.
- Request transfer of your personal data.
- Right to withdraw consent.

If you wish to exercise any of the rights set out above, please contact us.

If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law you can complain to the [Information Commissioner's Office \(ICO\)](#).

Our Data Protection Officer is Charma Force and you can contact them at [charma.f@skylightcircusarts.com](mailto:charma.f@skylightcircusarts.com)