



Guild for Movement and Dance

**Laban**

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

## Laban Guild

### Privacy Notice for Members

May 2018

# **Laban Guild for Movement and Dance**

## **PRIVACY NOTICE FOR OUR MEMBERS**

We are committed to respecting your privacy. This notice is to explain how we may use personal information we collect before, during and after your membership with us. This notice applies to you if you have registered to become or are a member of the Laban Guild. This notice explains how we comply with the law on data protection, what your rights are and for the purposes of data protection we will be the controller of any of your personal information.

References to **we**, **our** or **us** in this privacy notice are to the **Laban Guild for Movement and Dance – Charity Number 266435**

We have not appointed a Data Protection Officer to oversee our compliance with data protection laws as we not required to do so, but we have appointed a **Data Protection Compliance Officer** who has overall responsibility for data protection compliance in our organisation. This is:

**Yael Owen-Mckenna – Chair of the Laban Guild**

Contact details are set out in the "**Contacting us**" section at the end of this privacy notice.

### **1. PERSONAL INFORMATION WE MAY COLLECT FROM YOU**

As the Laban Guild is a Membership Organisation you will register with us and will provide us with or we may obtain **personal information** about you, such as information regarding your:

- personal contact details that allows us to contact you directly such as name, title, email addresses and telephone numbers;
- date of birth;
- gender;
- membership start and end date;
- references and other information included in a CV or cover letter or as part of gathering information about you as a potential member
- records of your interactions with us such as telephone conversations, emails and other correspondence and your instructions to us;
- any credit/debit card and other payment details you provide so that we can receive payments from you and details of the financial transactions with you;
- use of and movements through our online portal, passwords, personal identification numbers, IP addresses, user names and other IT system identifying information
- records of your attendance at any events hosted by us;
- images in video and/or photographic form and voice recordings;
- your marketing preferences so that we know whether and how we should contact you.

### **2. SPECIAL CATEGORIES OF PERSONAL INFORMATION**

We may also collect, store and use the following "**special categories**" of more sensitive personal information regarding you:

- information about your race or ethnicity, religious beliefs and sexual orientation;
- information about your health, including any medical condition, health and sickness records, medical records and health professional information

We may not collect all of the above types of special category personal information about you. In relation to the special category personal data that we do process we do so on the basis that

- the processing is necessary for reasons of substantial public interest, on a lawful basis;
- it is necessary for the establishment, exercise or defence of legal claims;
- it is necessary for the purposes of carrying out the obligations and exercising our or your rights in the field of employment and social security and social protection law; or
- based on your explicit consent.

In the table below we refer to these as the “special category reasons for processing of your personal data”.

We may also collect criminal records information about you. For criminal records history we process it on the basis of legal obligations or based on your explicit consent.

### 3. WHERE WE COLLECT YOUR INFORMATION

We typically collect personal information about our members when you apply to become a member of the **Laban Guild** you register an account with us at [www.labanguild.org.uk/membership/](http://www.labanguild.org.uk/membership/) when you purchase any membership services, events or courses we offer, when you make a query and/or complaint or when you correspond with us by phone, e-mail or in some other way.

***We would not collect personal information about you from any third party references you provide as part of the application process for membership.***

If you are providing us with details of referees, next of kin, family members and emergency contacts they have a right to know and to be aware of how what personal information we hold about them, how we collect it and how we use and may share that information. Please share this privacy notice with those of them whom you feel it would be relevant. They also have the same rights as set out in the “**Your rights in relation to personal information**” section below.

### 4. USES MADE OF THE INFORMATION

The table below describes the main purposes for which we process your personal information, the categories of your information involved and our lawful basis for being able to do this.

Purpose	Personal information used	Lawful basis
<b>To administer any Membership you have with us and managing our relationship with you, including dealing with payments and any support, service or course/s enquiries made by you</b>	All contact and membership details, transaction and payment information, records of your interactions with us, and marketing preferences.	This is necessary to enable us to properly manage and administer your membership contract with us.
<b>To arrange and manage any contracts for the provision of any services or products (Courses, Conferences and Events)</b>	Contact details, transaction and payment information.  Records of your interactions with us.	This is necessary to enable us to properly administer and perform any contract for the provision of any services or products you have purchased from us (bookings for Courses, Conferences and Events)
<b>To send you information which is included within your membership package, including details about early bird offers, events, partner</b>	Contact and membership details.	This is necessary to enable us to properly manage and administer your membership contract with us.

offers/events and continue to receive the EFlash any updates on the Laban Guild		
To send you other marketing information we think you might find useful or which you have requested from us, including our newsletters, information about membership, events, products and information about our commercial partners	Contact details and marketing preferences.	Where you have given us your explicit consent to do so.  <b>NB - If it is relevant we will request your consent for any direct marketing to you that is not included as part of any membership package.</b>
To answer your queries or complaints	Contact details and records of your interactions with us	We have a legitimate interest to provide complaint handling services to you in case there are any issues with your membership.
Retention of records	All the personal information we collect.	We have a legitimate interest in retaining records whilst they may be required in relation to complaints or claims. We need to retain records in order to properly administer and manage your membership and run the Laban Guild and in some cases, we may have legal or regulatory obligations to retain records.  We process special category personal data on the basis of the “special category reasons for processing of your personal data” referred to in section 2 above.  For criminal records history we process it on the basis of legal obligations or based on your explicit consent.
The security of our IT systems	Your usage of our IT systems and online portals.	We have a legitimate interest to ensure that our IT systems are secure.
To conduct data analytics studies to better understand event attendance and trends within courses, conferences or events offered by the Laban Guild	Records of your attendance at any courses, conferences and events hosted by us.	We have a legitimate interest in doing so to ensure that our membership is targeted and relevant.
For the purposes of promoting the Laban Guild our events and membership packages.	Images in video and/or photographic form.	Where you have given us your explicit consent to do so. <b>NB: It would be the preference of the Laban Guild to obtain consents where we intend to use any images or footage of members in any promotional material or for the website. This would formally apply in the case of images of children or young people.</b>

<p><b>To comply with health and safety requirements</b></p>	<p>Records of attendance, information about participants in activity and CCTV footage.</p>	<p>We have a legal obligation and a legitimate interest to provide you and other members of our organisation with a safe environment in which to participate in Movement and Dance.</p> <p>We process special category personal data on the basis of the “special category reasons for processing of your personal data” referred to in section 2 above.</p>
<p><b>To administer your attendance at any Courses, Conferences and Events you sign up to</b></p>	<p>All contact and membership details, transaction and payment data.</p>	<p>This is necessary to enable us to register you on to and properly manage and administer your attendance on the course, conference or event.</p>
<p><b>To use information about your physical or mental health (including any injuries) or disability status, to ensure your health and safety and to assess your fitness to participate in any Courses and activities we offer and to provide appropriate adjustments if required.</b></p>	<p>Health and medical information</p>	<p>We process special category personal data on the basis of the “special category reasons for processing of your personal data” referred to in section 2 above. <b>Note: It may be necessary to obtain separate consent in this instance.</b></p>
<p><b>To gather evidence for possible grievance procedures.</b></p>	<p>All the personal information we collect</p>	<p>We have a legitimate interest in doing so to provide a safe and fair environment for all members and to ensure the effective management of any disciplinary matters.</p> <p>We process special category personal data on the basis of the “special category reasons for processing of your personal data” referred to in section 2 above. <b>Note: It may be necessary to obtain separate consent in this instance.</b></p> <p>For criminal records history we process it on the basis of legal obligations or based on your explicit consent.</p>
<p><b>For the purposes of equal opportunities monitoring</b></p>	<p>Name, title, date of birth gender, information about your race or ethnicity and health and medical information (only where appropriate and deemed necessary for Health and Safety reasons)</p>	<p>The Laban Guild has a legitimate interest to promote an environment for its courses, Conferences and events that is inclusive, fair and accessible to all.</p> <p>We process special category personal data on the basis of the “special category reasons for processing of your personal data” referred to in section 2 above. <b>Note: It may be necessary to obtain separate consent in this instance.</b></p>

<p><b>To comply with legal obligations, for example, regarding people who may work with children or vulnerable adults to comply with safeguarding requirements</b></p>	<p>Information about your criminal convictions and offences</p>	<p>For criminal records history we process it on the basis of legal obligations or based on your explicit consent.</p>
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For some of your personal information you will have a legal, contractual or other requirement or obligation for you to provide us with your personal information. If you do not provide us with the requested personal information we may not be able to accept you as a member of the Laban Guild or we may not be able to properly perform our contract with you or comply with legal obligations and we may have to terminate your membership. For other personal information you may not be under an obligation to provide it to us, but if you do not provide it then we may not be able to properly perform our contract with you.

Where you have given us your consent to use your personal information in a particular manner, you have the right to withdraw this consent at any time, which you may do by contacting us as described in the "**Contacting us**" section below.

Please note however that the withdrawal of your consent will not affect any use of the data made before you withdrew your consent and we may still be entitled to hold and process the relevant personal information to the extent that we are entitled to do so on bases other than your consent. Withdrawing consent may also have the same effects as not providing the information in the first place, for example we may no longer be able to provide certain member benefits to you.

## 5. DIRECT MARKETING

**Email and Post:** Apart from the Laban Guild Eflash it is unlikely that we will contact you by email or post with information about products and services we believe you may be interested in.

We will only send the Laban Guild Eflash in accordance to preferences you set. You can let us know at any time that you do not wish to receive the Laban Guild Eflash by emailing: "**THE LABAN GUILD FOR MOVEMENT AND DANCE**" [busybee45@hotmail.com](mailto:busybee45@hotmail.com) . You can unsubscribe from our marketing (Laban Guild Eflash) by clicking on the unsubscribe link in the Eflash we send to you.

## 6. DISCLOSURE OF YOUR PERSONAL INFORMATION

We **DO NOT** share your personal information with any of the following parties:

- **Other service providers:** for example, email marketing specialists, payment processors, data analysis CCTV contractors, promotional advisors, contractors or suppliers and IT services (including CRM, website, video- and teleconference services);
- **Any supply chain partners/sub-contractors:** such as couriers, import/export agents, shippers,
- **Commercial Organisations/Companies:** for the purposes of providing you with information on any tickets, special offers, opportunities, products and services and other commercial benefits provided by our commercial partners

It may be on occasion be necessary to share your information as follows:

- **Any governing bodies or regional bodies for the Courses or accreditation covered by the Laban Guild** to allow them to properly administer courses or activities on a local, regional and national level.

- **The Government or our regulators:** where we are required to do so by law or to assist with their investigations or initiatives. For example, The Charities Commission.
- **Police, law enforcement and security services:** to assist with the investigation and prevention of crime and the protection of national security.

## 7. TRANSFERRING YOUR PERSONAL INFORMATION INTERNATIONALLY

The personal information we collect is not transferred to and stored in countries outside of the UK and the European Union.

For further details please contact us by using the details set out in the "**Contacting us**" section below.

## 8. HOW LONG DO WE KEEP PERSONAL INFORMATION FOR?

The duration for which we retain your personal information will differ depending on the type of information and the reason why we collected it from you. 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 in accordance with usual commercial practice and regulatory requirements. Generally, where there is no legal requirement we retain all physical and electronic records for a period of 6 years after your last contact with us or the end of your membership. Exceptions to this rule are:

- CCTV records which are held for no more than 30 days unless we need to preserve the records for the purpose of prevention and detection of crime;
- Information that may be relevant to personal injury or discrimination claims may be retained until the limitation period for those types of claims has expired. For personal injury or discrimination claims this can be an extended period as the limitation period might not start to run until a long time after the event.

It is important to ensure that the personal information we hold about you is accurate and up-to-date, and you should let us know if anything changes, for example if you change your phone number or email address. You may be able to update some of the personal information we hold about you through contacting our Membership Secretary Alternatively, you can contact us by using the details set out in the "**Contacting us**" section below.

## 9. YOUR RIGHTS IN RELATION TO PERSONAL INFORMATION

You have the following rights in relation to your personal information:

- the right to be informed about how your personal information is being used;
- the right to access the personal information we hold about you;
- the right to request the correction of inaccurate personal information we hold about you;
- the right to request the erasure of your personal information in certain circumstances;
- the right to restrict processing of your personal information where certain requirements are met;
- the right to object to the processing of your personal information;
- the right to request that we transfer elements of your data either to you or **another service provider (not applicable to the Laban Guild)**
- **the right to object to certain automated decision-making processes using your personal information (unlikely to be applicable to the Laban Guild)**

You should note that some of these rights, for example the right to require us to transfer your data to another service provider or the right to object to automated decision making, may not apply as they have specific requirements and exemptions which apply to them and they may not apply to personal information recorded and stored by us. For example, we do not use automated decision making in relation to your personal data. However, some have no conditions attached, so your right to withdraw consent or object to processing for direct marketing are absolute rights and we are duty bound to inform you of these rights.

Whilst this privacy notice 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/>

To exercise any of the above rights, or if you have any questions relating to your rights, please contact us by using the details set out in the "Contacting us" section below.

If you are unhappy with the way we are using your personal information you can also complain to the UK Information Commissioner’s Office or your local data protection regulator. We are here to help and encourage you to contact us to resolve your complaint first.

**10. CHANGES TO THIS NOTICE**

We may update this privacy notice from time to time. When we change this notice in a material way, we will update the version date at the bottom of this page. For significant changes to this notice we will try to give you reasonable notice unless we are prevented from doing so. Where required by law we will seek your consent to changes in the way we use your personal information.

**11. CONTACTING US**

In the event of any query or complaint in connection with the information we hold about you, please email:

Yael Owen-Mckenna	Chair Laban Guild for Movement and Dance Data Protection Compliance Officer	<a href="mailto:ynsowen@hotmail.com">ynsowen@hotmail.com</a>
Janet Harrison	Membership Secretary	<a href="mailto:Membershipsecretary@labanguild.org.uk">Membershipsecretary@labanguild.org.uk</a>
EFlash		busybee45@hotmail.com
<p>Or write to us at:          Yael Owen-Mckenna – Chair Laban Guild for Movement and Dance          Data Protection Compliance Officer          26 Fosse Crescent          Princethorpe          Nr. Rugby, Warwickshire          CV23 9PQ</p>		

Janet Harrison – Membership Secretary  
11 Sherborne Road,  
Basingstoke, Hampshire  
RG21 5TH

**[Version dated May 2018]**  
**The Laban Guild for Movement and Dance**