Privacy Policy

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Privacy Policy

Reviewed by	CEO Juliet Diener & icandance Chair of Trustees
Last reviewed on:	October 2025
Next review by:	October 2026

Signed by : Juliet Diener

Date : October 2025

icandance is committed to protecting your personal data and respecting your privacy. This Privacy Policy outlines how icandance collects, uses, stores, and protects the personal data of individuals who engage with our organisation.

1. Who This Policy Applies To

This policy applies to:

- Children and young people (CYP) participating in our sessions
- Parents and guardians
- Team members (Staff, volunteers, and contractors)
- Donors and funders
- Website visitors
- Mailing list subscribers
- Partner organisations
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2. What Data We Collect and Why

We only collect data that is necessary to deliver our charitable activities and services.

For Dancers and Their Families:

- Name, date of birth, contact details
- Medical and access needs
- Emergency contacts
- Photos and videos (used with consent only)
- Feedback

Purpose: To ensure safe participation, personalised support, safeguarding compliance, improving services, and monitoring impact.

For Donors and Funders:

- Name
- contact info, donation history
- Funder contact details

Purpose: To process donations, maintain financial records, and communicate impact.

For Team members:

- Contact details
- DBS checks & Criminal declarations
- Reference information
- Training records
- Bank details (if needed)
- Medical and health info

Purpose: To ensure legal and safeguarding compliance, team coordination.

For Mailing List Subscribers:

- Name
- Email

'Purpose: To send updates and newsletters (with consent).

3. Lawful Basis for Processing

We rely on the following lawful bases under UK GDPR:

- Consent (e.g., marketing, photography, training & research)
- Contract (e.g., service delivery to families)
- Legal obligation (e.g., safeguarding, HMRC requirements)
- Legitimate interest (e.g., staff coordination, donor management)

4. Photography and Video

In general, we obtain clear consent for all uses of photography or video involving children, families, or staff. Consent can be withdrawn at any time by contacting us at info@icandance.org.uk.

At the performances: We advised all our audience members not to share any photos and videos on social media. We allow recording of performances, but do not give permission for the performances to be posted on social media.

5. How We Store Data

- All data is stored digitally on secure, password-protected platforms (e.g., Google Workspace, Microsoft 365).
- No sensitive data is stored on local devices.
- All platforms are access-controlled and encrypted.
- We do not keep physical files.

6. Data Retention

- CYP records: retained for up to 7 years after the child leaves the organisation or if otherwise asked to retain contact for general purposes
- Donor/funder records: retained indefinitely unless otherwise required
- Team members records: retained indefinitely unless otherwise required

Data will be securely deleted or anonymised once no longer needed.

7. Your Rights

You have the right to:

- Access the data we hold on you
- Request correction of inaccurate data
- Request deletion (where applicable)
- Withdraw consent at any time
- Lodge a complaint with the ICO (Information Commissioner's Office)
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8. Sharing of Data

We do not sell or share your data with third parties except:

- When legally required (e.g., safeguarding concerns)
- With your explicit consent
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9. Data Breach

In the event of a data breach, we follow our Cybersecurity Policy and will notify affected individuals and the ICO as required.

10. Children's Data and Age-Appropriate Design Code

We are committed to the Children's Code and take extra care to protect children's data, including parental consent for all data use.

12. ICO Registration

icandance is registered with the Information Commissioner's Office (ICO) and renews its certification annually.

Contact Us: For any privacy-related queries or to exercise your rights, please contact: info@icandance.org.uk