



## Privacy Policy

**We are committed to protecting your personal information and being transparent about what information we hold. YDance (Scottish Youth Dance) is a charity and our registration number is SC013949.**

We obtain information about you when you book into courses with us, sign up for e-newsletters, purchase merchandise, donate money or volunteer.

The personal information we collect may include your full name and title, date of birth, your postal address, email address, phone number and IP address. We might also collect information about event attendance, retail purchases, payment details, Gift Aid status and any other information provided by yourself at our request. We will not keep any information unnecessarily. If we do not need to keep information (such as payment details) they will be destroyed. If you sign up for projects, we may ask for your school/college/dance school to find out your level of experience and where you come from. As the National Organisation for Dance for young people in Scotland we need to ensure that we work across the whole country. We use this information statistically and do not store it.

When we ask you to provide your personal information we will let you know why we are asking and how we will use your data. Depending on your relationship with us, we might send you marketing or fundraising information by post, telephone or electronic means.

These types of communications can include:

- informing you of other courses, services or events we run that you might be interested in;
- news and updates about YDance and marketing or education e-newsletters;
- information about our fundraising;
- other relevant communications based on your relationship with us.

We understand that your personal information and privacy are important to you. We make every effort to ensure that the information you share with us is recorded accurately, retained securely and used only according to your wishes. We protect your personal information and adhere to all current data protection act legislation with respect to protecting privacy. We comply with the General Data Protection Regulations (GDPR) and regularly update our policies and practices. We will not contact you for marketing purposes by email, phone or text message unless you have given your prior consent. We do not give, sell or trade our mailing list data with third parties. The information you provide will be used primarily to keep you informed about the activities of YDance. If at any time you no longer wish to receive communication from us, simply email [info@ydance.org](mailto:info@ydance.org).

You have the right to ask for a copy of the information we hold about you and you can also tell us if you want to stop receiving information from us and we will remove your personal data from our systems.

### **Necessary Third Parties**



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We work with several trusted third parties, but we only supply information as necessary for them to provide the services you request, or as are needed on your behalf. Third parties are subject to strict data processing terms and conditions and are forbidden from using, sharing or retaining personal data for any other purpose. We work with the following companies:

- Microsoft – our email provider for day-to-day company emails
- Stripe – payment processing company
- PayPal – payment processing company
- Evri – courier service for delivering merchandise
- Royal Mail – general mail carrier
- Dot Digital – (our marketing email provider, provided you have opted in)
- Monday.com – our CRM system

We only work with companies that have strict policies and processes for data security. We do not grant permission to any third party to communicate with you, unless this is specifically required in order for us to provide a service. For example, if you are a PayPal customer, you can contact PayPal to discuss activity on your PayPal account connected with an order placed with us, but PayPal do not have permission to send marketing emails to our customers.

## Cookie Policy

A “cookie” is a piece of information that is stored on your computer’s hard drive and which records how you move your way around a website so that, when you revisit that website, it can present tailored options based on the information stored about your last visit. Cookies can also be used to analyse traffic and for advertising and marketing purposes.

Cookies are used by nearly all websites and do not harm your system.

If you want to check or change what types of cookies you accept, this can usually be altered within your browser settings. You can block cookies at any time by activating the setting on your browser that allows you to refuse the setting of all or some cookies. However, if you use your browser settings to block all cookies (including essential cookies) you may not be able to access all or parts of our site.

In addition to the strictly necessary cookies for the function of the website, we use cookies installed by Google Analytics to calculate visitor, session, campaign data and keep track of site usage for the site’s analytics report. The cookies store information anonymously and assign a randomly generated number to identify unique visitors. We also use cookies to store information of how visitors use the website which helps in creating an analytics report of how the website is doing. The data collected including the number of visitors, the source where they have come from, and the pages visited in an anonymous form.