

Privacy Policy for Girl Gang Manchester CIC 2022

Equal opportunities monitoring statement

Girl Gang Manchester CIC wants to meet the aims and commitments set out by the Equality Act 2010. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of our audience in encouraging equality and diversity. The organisation needs your help and co-operation to enable it to do this, but filling in this section of the form is voluntary and only used for monitoring purposes. All information is treated in the strictest confidence.

What information are we collecting?

When you book for any of our events or workshops (online or in-person) we will ask for the following details:

- Name
- Email
- Postcode
- Demographic information (optional)

When you opt in to receiving marketing or sign up to our mailing list we will ask for the following details:

- Name
- Email Address

When you are contracted by Girl Gang Manchester CIC to facilitate an event, workshop, performance or work with us on a project we will ask for the following details:

- Name
- Email Address
- Phone Number
- Invoice address

Why are we collecting your data and how will we use it?

When you book to join our events or workshops we may use your information to contact you about your booking i.e. if the booking has been cancelled or give any further information about the booking which may affect your visit. We may also use your demographic information including your postcode to carry out reports and to inform audiences of anonymous demographic data.

When you book onto any of our online events , we may use your information to contact you

about the sessions i.e. zoom details, if the session has been cancelled.

When you opt into receiving marketing we may use your information to contact you about future events and projects through our e-newsletters. We may also contact you about supporting us with fundraising targets. .

When you are contracted by Girl Gang Manchester CIC to facilitate an event, workshop, performance or to work with us on a project, we may use your information to contact you about your contract or future opportunities with the organisation.

How do we store your data and how long do we keep it for?

We understand that we are fully responsible for data inputted and captured by Girl Gang Manchester CIC through all of our channels. This includes any other systems we use such as Mailchimp and Ticket Tailor.

We store your personal information indefinitely such that for any subsequent bookings you make we are able to link them back to a single unique record that we hold for you on our system.

If there are aspects of your record that are inaccurate or that you would like to remove, you can do this by contacting us via girlgangmanchester@gmail.com

Ticket Tailor also maintains its own Privacy Policy. You can read their Policy here: <https://www.tickettailor.com/privacy-policy/>

Mailchimp is a secure data collection service with their own privacy policy. If you would like more information about their Privacy Policy you can locate that here: https://mailchimp.com/legal/privacy/?_ga=2.179705892.1094727632.1606311484-449640437.1588598388&_gac=1.128697982.1606311484.CjwKCAiAnvj9BRA4EiwAuUMDf81RtYIE2p1kgwnqw_WtbffrbYhUZ0AnOMuQpxazy4uYnmFjbBqYSRoC8csQAvD_BwE#3.
Privacy_for_Contacts

Do we share your data with anyone else?

Girl Gang Manchester CIC is a publicly funded organisation in receipt of public funding, grants and support from other organisations. Occasionally we may use data collected about our audiences to inform and report to our funders, artists or companies, in line with contractual agreements. When we do this we will only ever supply anonymised data. Other than what is expressly set out in this Privacy Policy, Girl Gang Manchester CIC will never share, sell or distribute any of the information provided by you, the user, without your consent.

We may share anonymised data with third-party companies that contract Girl Gang Manchester CIC that need to report on audience demographics.

Your invoice and contact information may be shared with the Girl Gang Manchester CIC's accountant who will process your invoice and may contact you.

What is the legal basis for processing this data?

Data is processed on the basis of consent.

What are your rights?

- You have the right to withdraw meaning you can opt-out of receiving information from us at any time.
- You have the right to be informed about our purposes for processing your personal data, our retention periods for that personal data, and who it will be shared with.
- You have the right of access which means you are able to obtain a copy of the personal data we have for you, as well as any other supplementary information.
- You have the right to have your personal data rectified if it is inaccurate or incomplete. You can make a request for rectification verbally or in writing and we must respond within one calendar month.
- You have the right for your data to be deleted at any time. You can make a request for erasure verbally or in writing and we must respond within one calendar month.
- You have the right to restrict the processing of your personal data - this means that you are entitled to limit the way we use your data. This is an alternative to requesting the erasure of data.
- You have the right to data portability which allows you to obtain and reuse your personal data for your own purposes across different services.
- You have the right to object to your data being processed at any time.
- You have rights to related automated decision making including processing.

How to complain

Please contact us on girfgangmanchester@gmail.com.

Activity Log

We will only ever use your data for the purposes of which it was obtained.