



# BLUE MOOSE

## DANCE COMPANY

### DATA PROTECTION POLICY

Data Protection Officer

Sarah Hall

Last Renewed: September 2020

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you

## Our Organisation

Blue Moose Dance Company works across 2 antlers, Blue Moose LTD and Blue Moose Dance Company CIC, allowing us to spread the dancing joy even further! This policy refers to and incorporates all activity which takes place within Blue Moose Ltd and Blue Moose Dance Company CIC.

Blue Moose LTD, Registered Company No. 10963231  
Blue Moose Dance Company CIC, Registered Company No. 09343271

## Data Protection Statement

[Blue Moose Dance Company](#) needs to keep certain information on its employees, freelance contractors, volunteers, service users/individuals, clients, community group members and the board of directors to carry out its day to day operations, to meet its objectives and to comply with legal obligations.

The organisation is committed to ensuring any personal data will be dealt with in line with the Data Protection Act 1998. To comply with the law, personal information will be collected and used fairly, stored safely and not disclosed to any other person unlawfully.

The aim of this policy is to ensure that everyone handling personal data is fully aware of the requirements and acts in accordance with data protection procedures. This document also highlights key data protection procedures within the organisation. Any breach of The Data Protection Act 1998 or the Blue Moose Dance Company Data Protection Policy is considered to be an offence in which event, disciplinary procedures/consequences apply.

This policy covers employed staff, freelance contractors, community group members, the board of directors and volunteers.

As a matter of good practice, other organisations and individuals working with [Blue Moose Dance Company](#), and who have access to personal information, will be expected to have read and comply with this policy. It is expected that any staff who deal with external organisations will take responsibility for ensuring that such organisations sign a contract agreeing to abide by this policy.

## Definitions

In line with the Data Protection Act 1998 principles, [Blue Moose Dance Company](#) will ensure that personal data will:

- ✦ Be obtained fairly and lawfully and shall not be processed unless certain conditions are met
- ✦ Be obtained for a specific and lawful purpose
- ✦ Be adequate, relevant but not excessive
- ✦ Be accurate and kept up to date
- ✦ Not be held longer than necessary
- ✦ Be processed in accordance with the rights of data subjects

- ✦ Be subject to appropriate security measures
- ✦ Not to be transferred outside the European Economic Area (EEA)

The definition of 'Processing' is obtaining, using, holding, amending, disclosing, destroying and deleting personal data. This includes some paper based personal data as well as that kept on computer.

The Personal Data Guardianship Code suggests five key principles of good data governance on which best practice is based. [Blue Moose Dance Company](#) will seek to abide by this code in relation to all the personal data it processes, i.e:

- ✦ Accountability: those handling personal data follow publicised data principles to help gain public trust and safeguard personal data.
- ✦ Visibility: Data subjects should have access to the information about themselves that an organisation holds. This includes the right to have incorrect personal data corrected and to know who has had access to this data.
- ✦ Consent: The collection and use of personal data must be fair and lawful and in accordance with the DPA's eight data protection principles. Personal data should only be used for the purposes agreed by the data subject. If personal data is to be shared with a third party or used for another purpose, the data subject's consent should be explicitly obtained.
- ✦ Access: Everyone should have the right to know the roles and groups of people within an organisation who have access to their personal data and who has used this data.
- ✦ Stewardship: Those collecting personal data have a duty of care to protect this data throughout the data life span.

### Types of information to be processed

[Blue Moose Dance Company](#) processes the following personal information:

- ✦ Information on applicants and freelance contractors for posts and future contract work, including references
- ✦ Employee/Freelance Contractor Information – including contact details, bank account number, payroll information, supervision and appraisal notes.
- ✦ Service Users (Individuals) – Contact details, medical information where applicable to safe participation in dance activity, Photographic, Film and Case Study consent.
- ✦ Clients – contact details, specific group information, which may include sensitive and/or medical information regarding participants of BMDC dance activity
- ✦ Members – Contact Details
- ✦ Photographs, Moving Images and Case Study/Testimonial data of any of the above after prior written consent is received.

Personal information is kept in the following forms:

- ✦ Paper Forms
- ✦ Electronic Forms

All personal information is stored securely in password protected electronic documents only accessible by members of staff who require access to the data and/or paper files protected by a key, only accessible to the Management Team (Sarah Hall) once handed over from Artist/Staff member.

Groups of people within the organisation who will process personal information are:

- ✦ Employees
- ✦ Volunteers (Occasional)
- ✦ Freelance Contractors (Occasional)
- ✦ Board of Directors

Where possible, the management team (Sarah Hall) will process the majority of personal data, in particular sensitive personal information.

### Purpose of the data held by Blue Moose Dance Company

Data may be held by us for the following purposes:

- ✦ Staff Administration
- ✦ Fundraising
- ✦ Realising the Objectives of a Community Interest Company or Ltd Company
- ✦ Accounts & Records
- ✦ Advertising, Marketing and Public Relations (data will only be made public if appropriate and if prior written consent is given)
- ✦ Information and Databank Administration
- ✦ Journalism and Media (data will only be made public if appropriate and if prior written consent is given)
- ✦ Processing
- ✦ Research
- ✦ Volunteers

### Notification

According to the ICO website, it is not yet necessary for Blue Moose Dance Company to register with the ICO.

Blue Moose Dance Company will review the need to register with the ICO at regular intervals and make changes when deemed necessary.

<https://ico.org.uk/for-organisations/>



## Responsibilities

Under the Data Protection Guardianship Code, overall responsibility for personal data rests with the governing body. In the case of [Blue Moose Dance Company](#), this is the Board of Directors (CIC) or Director (Ltd – Sarah Hall).

The Board of Directors delegates tasks to the Data Controller, named Sarah Hall. The Data Controller is responsible for:

- ✦ understanding and communicating obligations under the Act
- ✦ identifying potential problem areas or risks
- ✦ producing clear and effective procedures
- ✦ notifying and annually renewing notification to the Information Commissioner, plus notifying of any relevant interim changes

All employees, directors, freelancer contractors and volunteers who process personal information must ensure they not only understand but also act in line with this policy and the data protection principles.

Breach of this policy will result in disciplinary action.

## Policy Implementation

To meet our responsibilities [Blue Moose Dance Company](#) will:

- ✦ Ensure any personal data is collected in a fair and lawful way;
- ✦ Explain why it is needed at the start;
- ✦ Ensure that only the minimum amount of information needed is collected and used;
- ✦ Ensure the information used is up to date and accurate;
- ✦ Review the length of time information is held;
- ✦ Ensure it is kept safely;
- ✦ Ensure the rights people have in relation to their personal data can be exercised

We will ensure that:

- ✦ Everyone managing and handling personal information is trained to do so.
- ✦ Anyone wanting to make enquiries about handling personal information, whether a member of staff, volunteer or service user, knows what to do;
- ✦ Any disclosure of personal data will be in line with our procedures.
- ✦ Queries about handling personal information will be dealt with swiftly and politely.

## Raising Awareness

Training and raising awareness about the Data Protection Act and how it is followed in this organisation will take the following forms:

Employees of [Blue Moose Dance Company](#) will:

- ✦ Read, sign & adhere to [Blue Moose Dance Company](#) Data Protection Policy
- ✦ Read sign & adhere to the [Blue Moose Dance Company](#) Code of Conduct
- ✦ Have an understanding of the ICO standards/requirements through reading their guidance material. Such as ICO Direct Marketing Guidance, ICO Information Rights
- ✦ Where relevant, management staff will meet with the ICO for an advisory visit.
- ✦ Refer any issues to the Data Protection Officer (Sarah Hall) OR the Board of Directors

Freelancer Contractors, Volunteers & Directors will:

- ✦ Read, sign & adhere to [Blue Moose Dance Company](#) Data Protection Policy (prior to any data handling)
- ✦ Read, sign & adhere to [Blue Moose Dance Company](#) Code of Conduct
- ✦ Receive reminders, training & further help through Team Meetings at [Blue Moose Dance Company](#) events or workshops.
- ✦ Will NOT have access to processed/stored data unless essential to conduct their duties.

### Gathering and Checking Information

Before personal information is collected, we will consider:

- ✦ What information is necessary and for what purposes
- ✦ The length of time the data will need to be held

We will inform people whose information is gathered about the following:

- ✦ why the information is being gathered
- ✦ what the information will be used for
- ✦ who will have access to their information (including third parties, in the unlikely event)

We will take the following measures to ensure that personal information kept is accurate:

- ✦ Ensure all data is stored securely, either via password protected electronic documents OR paper documents protected by key
- ✦ Only Management Staff (Sarah Hall) and relevant Staff members who require access to perform their duties, will have access to data (ie. knowledge of passcode & location of key)
- ✦ Data will be stored for up to 3 years after use or collection, longer if required for accounting or funding purposes.
- ✦ After 3 years of the data being held, a reminder will be sent asking the person / organisation to update their data where appropriate and consent to [Blue Moose Dance Company](#) continuing to hold their information. Should no response be given [Blue Moose Dance Company](#) will make the assumption the data is correct and consent remains

- ✦ Sensitive information such as; ethnic origin, political opinions, religious beliefs, membership of a trade union, physical or mental health, criminal convictions etc will only be collected with consent and used for the specified purpose.  
ie. Medical information in relation to the safe participation of dance activity.  
Should the information be required again, even for a related purpose, consent must be sought separately.

## Data Security

Blue Moose Dance Company will take steps to ensure that personal data is kept secure at all times against unauthorised or unlawful loss or disclosure. The following measures will be taken:

- ✦ Ensure all data is stored securely, either via password protected electronic documents OR paper documents protected by key
- ✦ Only Management Staff (Sarah Hall) and relevant Staff members who require access to perform their duties, will have access to Data (knowledge of passcode & location of key)
- ✦ Data will only be held on relevant Staff members Computers/Laptops, the Blue Moose Dance Company Google Drive and Mailchimp, all of which are password protected.
- ✦ Special care will be taken when Laptops containing data are taken out of Home Office.
- ✦ Password protected attachments for sensitive personal information sent by email

Any unauthorised disclosure of personal data to a third party by an employee may result in disciplinary proceedings.

Any unauthorised disclosure of personal data to a third party by a volunteer, freelance contractor or director may result in the termination of the volunteering/contracting agreement.

## Subject Access Requirements

Anyone whose personal information we process has the right to know:

- ✦ What information we hold and process on them
- ✦ How to gain access to this information
- ✦ How to keep it up to date
- ✦ What we are doing to comply with the Act.

They also have the right to prevent processing of their personal data in some circumstances and the right to correct, rectify, block or erase information regarded as wrong.

Individuals have a right under the Act to access certain personal data being kept about them on computer and certain files. Any person wishing to exercise this right should apply in writing to:

Sarah Hall (Data Protection Officer)  
Blue Moose Dance Company

4<sup>th</sup> Floor  
Media Factory  
UCLan  
Preston  
PR1 2HE

hello@bluemoosedance.org.uk

We may make an administrative charge of £10 on each occasion access is requested.

The following information will be required before access is granted:

- ✦ Full name and contact details of the person making the request
- ✦ Their relationship with the organisation (former/ current member of staff, director or other volunteer, freelance contractor, service user)
- ✦ Any other relevant information- e.g. timescales involved
- ✦ Type of identification required before releasing any information (e.g. passport, birth certificate etc)

We may also require proof of identity before access is granted.

The following forms of ID will be accepted: Passport, Driver's License, Birth Certificate. Original copies would need to be seen before the request can be processed.

Queries about handling personal information will be dealt with swiftly and politely.

We will aim to comply with requests for access to personal information as soon as possible, but will ensure it is provided within the 40 days required by the Act from receiving the written request and relevant fee.

## Review

This policy will be reviewed at intervals of 3 years or sooner in the case of a change of governing/legal Act, to ensure it remains up to date and compliant with the law.