



# BLUE MOOSE

## DANCE COMPANY

### PRIVACY POLICY

Last Renewed: November 2020

DISCOVER. CREATE. EMPOWER

*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

## Privacy Policy Statement

This policy outlines how our organisation uses personal data we collect from you when you use our website and Moose Club membership area.

## What data do we collect?

Blue Moose Dance Company collects the following data:

- ✦ Personal identification information (name, email address, phone number, address)
- ✦ Information housed in comments or requests, made through website forms
- ✦ Information regarding products purchased (membership levels, items purchased, sizes, quantities etc)

## How do we collect your data?

You directly provide Blue Moose Dance Company with most of the data we collect. We collect data when you:

- ✦ Register or place an order for a product or service online
- ✦ When you communicate with us via forms through our website and Moose Club membership area
- ✦ Voluntarily complete surveys or respond to emails we send you
- ✦ Use or view our website via your browser's cookies

## How will we use your data?

Blue Moose Dance Company collects your data so that we can:

- ✦ Process your order and manage your account and subscriptions to memberships
- ✦ Email you with information regarding our products, services
- ✦ Reflect and evaluate our programme of work to help improve our services for you in the future

At this moment in time, we will not seek to share your data with anyone else, unless we explicitly request your permission to do so.

In the purchasing of products via our website, your financial data will be collected, as you request, via Stripe, our service provider for the processing of all payments.

When [Blue Moose Dance Company](#) (via Stripe) processes your order, it may send your data to, and also use the resulting information from, credit reference agencies to prevent fraudulent purchases.

### How do we store your data?

[Blue Moose Dance Company](#) stores your data in a digital format through password protection in Google Drive, Mailchimp, Wordpress, Email accounts (via Ionos), Web Hosting (via Ionos), Acast (Podcast hosting) and Google Forms. All platforms are password protected and only accessible to relevant members of staff within the [Blue Moose Dance Company](#) Team. All data is backed up via a physical hard drive, accessed only by the Director. We aim to limit the amount of paper collection of data as much as possible, and in cases where this needs to occur, it is held for a limited period (as long as relevant), then destroyed.

[Blue Moose Dance Company](#) will keep your data for as long as you interact with us, or a maximum of 5 years after your last interaction with us. After this time has elapsed, we will delete your data by removing it from all of our digital platforms.

### Marketing

[Blue Moose Dance Company](#) would like to send you information about our products and services of ours that we think you may be interested in. If you have agreed to receive marketing, you may opt out at a later date.

You have the right at any time to stop [Blue Moose Dance Company](#) from contacting you for marketing purposes or giving your data (where we have previously requested permission) to other Partners.

If you no longer wish to be contacted for marketing purposes, please email [hello@bluemoosedance.org.uk](mailto:hello@bluemoosedance.org.uk) with the subject heading STOP MARKETING.

### What are your data protection rights?

[Blue Moose Dance Company](#) would like to make sure you are fully aware of all your data protection rights. Every user is entitled to the following:

**The right to access** – You have the right to request [Blue Moose Dance Company](#) for copies of your personal data. We may charge you a small fee for this service.

**The right to rectification** – You have the right to request that [Blue Moose Dance Company](#) correct any information you believe is inaccurate, You also have the right to request [Blue Moose Dance Company](#) to complete information you believe is incomplete.

The right to erasure – You have the right to request that [Blue Moose Dance Company](#) erase your personal data, under certain conditions.

**The right to restrict processing** – You have the right to request that [Blue Moose Dance Company](#) restrict the processing of your personal data, under certain conditions.

**The right to object to processing** – You have the right to object to [Blue Moose Dance Company's](#) processing of your personal data, under certain conditions.

**The right to data portability** – You have the right to request that [Blue Moose Dance Company](#) transfer the data that we have collected to another organisation, or directly to you, under certain conditions.

If you make a request, we have one month to respond to you. If you would like to exercise any of these rights, please contact us at our email: [hello@bluemoosedance.org.uk](mailto:hello@bluemoosedance.org.uk), or write to us at: Blue Moose Dance Company, 4<sup>th</sup> Floor Media Factory, UCLan, Preston, PR1 2HE.

### What are cookies?

Cookies are text files placed on your computer to collect standard Internet log information and visitor behaviour information. When you visit our website, we may collect information from you automatically through cookies or similar technology.

For further information, visit [allaboutcookies.org](http://allaboutcookies.org)

### How do we use cookies?

[Blue Moose Dance Company](#) uses cookies in a range of ways to improve your experience on our website, including:

- ✦ Keeping you signed in
- ✦ Understanding how you use our website

### What types of cookies do we use?

There are a number of different types of cookies, however, our website uses:

- ✦ **Functionality** - [Blue Moose Dance Company](#) uses these cookies so that we recognise you on our website and remembers your previously selected preference. These could include what language you prefer and location you are in. A mix of first-party and third-party cookies are used.

- ✦ Advertising - [Blue Moose Dance Company](#) uses these cookies to collect information about your visit to our website, the content you viewed, the links you followed and information about your browser, device, and your IP address.

### How to manage cookies

You can set your browser to not accept cookies, and the above website tells you how to remove cookies from your browser. However, in a few cases, some of our website features may not function as a result.

### Privacy policies of other websites

The [Blue Moose Dance Company](#) website contains links to other websites. Our privacy policy applies only to our website, so if you click on a link to another website, you should read their privacy policy.

### Changes to our privacy policy

[Blue Moose Dance Company](#) keeps its privacy policy under regular review and places any updates on this webpage. This privacy policy was last updated in November 2020.

### How to contact us

If you have any questions about [Blue Moose Dance Company's](#) privacy policy, the data we hold on you, or you would like to exercise one of your data protection rights, please do not hesitate to contact us. You can also find more information in our Cookies Policy and Data Protection Policy available via our website.

Email us at: [hello@bluemoosedance.org.uk](mailto:hello@bluemoosedance.org.uk),

or write to us at: Blue Moose Dance Company, 4<sup>th</sup> Floor Media Factory, UCLan, Preston, PR1 2HE.