
Privacy Policy

Introduction

The Privacy Policy of the Society for Dance Research is designed to explain in detail the type of personal data that may be collected from you when you interact with the Society. This Privacy Policy outlines how the Society for Dance Research will protect and store any data that you provide through these interactions.

The purpose of the Society for Dance Research is to advance education and research into the art of dance in all its forms and aspects for the benefit of the public and to publish the useful results of the research. This is done through events, discussions, conferences and the publication of a journal and wider research. The Society is governed by an Executive Committee.

The law on data protection, based on the general data protection regulation and formerly the data protection act, sets out a number of different reasons for which a company may collect and process your personal data, including:

Consent - in specific situations, the Society for Dance Research can collect and process your data with your consent. This may be when you have ticked a box to receive regular communications from the Society for Dance Research in a paper or electronic document or on the the society for dance research website.

When collecting your personal data, the Society for Dance Research will always make clear to you which data is necessary in connection with a particular service.

Contractual obligations - in certain circumstances, the Society for Dance Research needs your personal data to comply with contractual obligations. For example, if the Society has contracted you to deliver a talk or discussion, it would need your contact details to be able to contract you and eventually process a payment.

Legitimate interest - in specific situations, the Society for Dance Research requires your data to pursue its legitimate interests in a way which might reasonably be expected as part of running the Society and which does not materially impact your rights, freedom or interests. For example, if you are a member of the Society for Dance Research, you may be contacted via email to let you know about events you may be interested in attending.

When does the Society for Dance Research collect personal data?

- When you book and attend a Society for Dance Research event, i.e. the information you give on Eventbrite when purchasing a ticket
- When you make contact via email to enquire about the Society for Dance Research
- When you engage with the Society for Dance Research on social media
- When you are contracted by the Society for Dance Research

What personal data does the Society for Dance Research collect?

- For an Eventbrite booking: name, email address, postal address, telephone number
- For contracts: names, email address, postal address, telephone number, details of employment, bank account details

- Enquiries that are made via email: email address, name, any further information you may state within your email
- Social media: username, any further information you may state within your comment/message
- Memberships: name, email address, postal address, telephone number

How and why does the Society for Dance Research use your personal data?

If you wish to change how the Society for Dance Research uses your data, you will find details in the 'What are my rights?' section below.

If you choose not to share your personal data with the Society for Dance Research, or refuse certain contact permissions, the Society might not be able to provide some services you have asked for.

The Society for Dance Research will use your personal data in the following ways and for the following reasons:

- To conduct the agreement made in a contract. If the Society for Dance Research would not collect your personal data, it would not be able to process payments, and would therefore not comply with the legal obligations and commitments to you.
- To respond to your queries or complaints. Handling the information you sent enables the Society for Dance Research to respond. The Society may also keep a record of these to inform any future communication and to demonstrate the communications with you throughout. The Society for Dance Research does this on the basis of its contractual obligations to you, its legal obligations and its legitimate interests in providing you and other members with the most up to date, useful and well researched ideas in the field of dance research.
- To protect the Society for Dance Research from fraud and other illegal activities. The Society will do this as part of its legitimate interest.
- The Society for Dance Research will contact you to let you know about upcoming events, talks, discussions, call for papers and other useful information about dance research if you are a member of the Society. You are free to opt out from these communications at any point. The only personal data which will be used for this will be your name and email address.
- The Society for Dance Research might email you to evaluate an event you have attended and/or to follow up after the event. This is done with a legitimate interest to improve the events that are provided through the committee. You should let the Society know at this point if you do not wish to receive any further information and would like to opt out from further communication.
- The Society for Dance Research in partnership with publishers Edinburgh University Press (EUP) will use members' postal address and name to send out print copies of the journal. This is outlined when you sign up to become a member of the Society for Dance Research through EUP's website. You should consult [EUP's Privacy Policy](#) if you have any other concerns in regards to EUP.
- The Society for Dance Research might contact you to send you any communications required by law or to inform you about changes to the services provided, e.g. changes to its constitution, policies, legal notices to be given, changes to membership. This communication does not include any marketing or promotion.

How does the Society for Dance Research protect your personal data?

To keep your data safe, the data that is collected is stored in password protected folders, in password protected drives. The Society for Dance Research has a legitimate interest to provide its

members with events and research which are relevant and of interest to members and so will use any form of communication to consolidate this purpose. The Society continually reviews the security of these systems that are in place. You are free to opt out or ask the Society to destroy your personal data at any point.

How long will the Society for Dance Research keep your personal data?

Whenever the Society for Dance Research collects or processes your personal data, the information will only be kept for as long as is necessary for the purpose for which it was collected.

At the end of that retention period, your data will either be deleted completely or anonymised, for example by aggregation with other data so that it can be used in a non-identifiable way for statistical analysis and business planning.

Her Majesty's Revenue and Customs (HMRC) requires the Society for Dance Research to keep records of contracts, payments and invoices for 7 years. The Society will therefore normally hold information of any contracts for this long.

With whom does the Society for Dance Research share your personal data?

The Society for Dance Research does not share your personal data with any other third parties. It receives data relating to your membership from EUP, so that you may be issued with the journal and receive relevant information about events and other activities organised by the Society for Dance Research. The Society for Dance Research uses external online platforms and social media to administer its services and events to you, e.g. Eventbrite, Facebook, Twitter, LinkedIn and specific webinar platforms. You will be aware of the personal data held by these external platforms upon signing up to or using these services. Circumstances may be as follows:

- To sign up to or book a ticket for an event
- To engage with you on social media
- To participate in online activities, e.g. webinars

If necessary, the Society for Dance Research:

- Only asks you for the essential information needed for the platform to perform their designated services
- Ensures that the third party may only use your data for the exact purposes specified
- Checks on a regular basis that the information is only being used as intended and is protected at all times

Where your personal data may be processed?

Unless the Society for Dance Research informs you otherwise, your data will not be processed outside the UK.

What are your rights over personal data?

You have the right to request:

- Access to the personal data the Society for Dance Research holds about you, free of charge.
- The correction of your personal data when incorrect, out of date or incomplete.

- The right to deletion, for example when you withdraw consent, or object and the Society for Dance Research has no legitimate overriding interest, or once the purpose for which it holds the data has come to an end.
- That the Society for Dance Research stops using your personal data for direct marketing (either through specific channels, or all channels).
- That the Society for Dance Research stops any consent-based processing of your personal data after you withdraw that consent.

To ask for your information, please contact the Society for Dance Research on admin@sdr-uk.org.

It is unlikely that the Society for Dance Research would not action your request, but if it did, it will explain to you the reasons for its refusal.

Your right to withdraw consent

Whenever you have given the Society for Dance Research your consent to use your personal data, you have the right to change your mind at any time and withdraw that consent.

Where the Society for Dance Research relies on its legitimate interest

In cases where the Society for Dance Research is processing your personal data on the basis of its legitimate interest, you can ask the Society to stop for reasons connected to your individual situation. The Society must then do so, unless it believes it has a legitimate overriding reason to continue processing your personal data.

Direct marketing

The Society for Dance Research will no longer be undertaking direct marketing via email campaigns, except to its members. Marketing information will be sent out through social media channels.

You can withdraw from receiving information via social media by choosing not to follow the Society for Dance Research on these channels. If you require assistance in doing this, you should contact admin@sdr-uk.org.

Contacting the regulator

If you feel that your data has not been handled correctly, or you are unhappy with the response received from the Society for Dance Research to any requests you have made regarding the use of your personal data, you have the right to lodge a complaint with the Information Commissioner's Office (ICO). You can contact them by calling 0303 123 1113 or go online to www.ico.org.uk/concerns.

If you are based outside the UK, you have the right to lodge your complaint with the relevant data protection regulator in your country of residence.

If you live outside the UK

By using its services or providing your personal data to the Society for Dance Research, you expressly consent to the processing of your personal data by the Society or on its behalf. You still have the right to ask the Society for Dance Research not to process your data in certain ways, and if you do so, the Society will respect your wishes.

It is unlikely, but possible that the Society for Dance Research would need to transfer your personal data between countries if an event or research project was happening internationally. By dealing with the Society, you are giving your consent to this overseas use, transfer and disclosure

of your personal data outside your country of residence for only the interest of your membership within the Society for Dance Research.

The Society will ensure that reasonable steps are taken to prevent third parties outside your country of residence using your personal data in any way that is not set out in this privacy notice. It will also make sure the confidentiality and privacy of your personal data are adequately protected.

Any questions?

If you have any questions that haven't been covered, please contact the Society for Dance Research on: admin@sdr-uk.org.

This notice was last updated in September 2018