

**Privacy Notice
2024**

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WHO WE ARE

The National Youth Ballet of Great Britain (NYB) is committed to protecting and respecting the personal data that we hold. This privacy notice describes why and how we collect and use personal data and provides information about individuals' rights. It applies to personal data provided to us, both by individuals themselves and by others. We may use personal data provided to us for the purposes described in this privacy notice or as made clear before collecting personal data.

WHAT IS PERSONAL DATA?

Personal data is any information relating to an identified or identifiable living person. When collecting and using personal data, we are transparent about why and how we process personal data. We process personal data for a number of purposes, and the means of collection, lawful basis of processing, use, disclosure, and retention periods for each purpose are set out in the relevant sections below.

The personal data that is provided to us is provided either directly from the individual concerned or from a third party acting on behalf of an individual. Where we receive personal data that relates to an individual from a third party, the third party should be aware that the individual may be informed of the necessary information regarding the use of their data. Where necessary, reference may be made to this privacy notice.

TYPES OF PERSONAL DATA WE PROCESS

We collect and process the following types of personal data:

- names;
- addresses;
- email addresses and other contact information;
- records of your correspondence with us;
- details of your visit to the website;
- information about your experiences with our work
- personal information including medical information and information on disability you provide when you register or apply to take part in our activities
- personal information you provide when you apply to work for us; and
- any other information provided to us.

HOW WE COLLECT PERSONAL DATA

We collect personal data:

- Through your request for publications and other materials;
- Through us working with and supporting you;
- Through your applications for jobs with us;
- Through your request for information about our work and events;
- Through your registration for events;
- Through your contacting us with enquiries and comments;
- Through you supporting NYB;
- Through our use of cookies and pixel tags (please see our Cookies Policy for further information)

WHY DO WE PROCESS PERSONAL DATA AND THE LAWFUL BASIS?

There are several reasons why we will process the personal data that you may provide to us:

- To provide advice and ongoing support
- To undertake recruitment exercises
- To manage an ongoing relationship such as participation in activities and attendance at events
- For marketing purposes

Under the UK GDPR the lawful bases we rely on to process personal data are:

- Your consent
- We have a contract with you
- It is necessary to protect your vital interests
- Legitimate interests. When we rely on legitimate interests we will undertake an assessment to ensure that the rights and freedoms of individuals are balanced against the necessity of any processing.

HOW LONG DO WE KEEP PERSONAL DATA FOR?

Any personal data will not be retained for any longer than is necessary for the lawful purposes for which it was collected and processed. We may, in some cases, keep personal data for longer to establish, exercise, or defend our legal rights and the legal rights of our clients. In addition, personal data may be securely archived with restricted access and other appropriate safeguards where there is a need to continue to retain it. While we retain your personal data, we will ensure that it is kept securely and protected from loss, misuse or unauthorised access and disclosure. Once the retention period is reached, we will delete your personal data.

SHARING PERSONAL DATA

We will only share personal data with others when we are legally permitted to do so. When we share data with others, we put arrangements and security mechanisms (a contract or a data sharing

agreement) in place to protect the data and to comply with our data protection, confidentiality and security standards.

Occasionally, we may receive requests from third parties with authority to obtain disclosure of personal data, such as to check that we are complying with applicable law and regulation, to investigate an alleged crime, to establish, exercise or defend legal rights. We will only fulfil requests for personal data where we are permitted to do so in accordance with applicable data protection legislation.

PROCESSORS

We may contract with data processors to provide email, system administration, document management and IT storage services. Any personal data shared with a data processor for this purpose will be governed by appropriate safeguards and contracts under data protection law.

LOCATIONS OF PROCESSING

The personal data that we collect from you will be processed within the UK. It may be necessary, in some cases, to transfer personal data to the EEA and any such transfers will be fully compliant with the requirements of the legislation. If personal data is to be transferred outside the UK or EEA to a country which is not designated as 'adequate' then, if we are not relying on consent, we will ensure that appropriate safeguards are in place such as an International Data Transfer Agreement or Standard Contractual Clauses to ensure that we comply with the UK GDPR. We will take all reasonable steps to ensure that your personal data is treated securely, in accordance with this privacy notice.

INDIVIDUAL RIGHTS

Individuals have certain rights over their personal data and data controllers are responsible for fulfilling these rights as follows:

- Individuals may request access to their personal data held by us as a data controller.
- Individuals may ask us to rectify personal data submitted to us.
- Individuals may request that we erase their personal data.
- Individuals may have other rights to restrict or object to our processing of personal data and the right to data portability.
- Individuals may request information about, or human intervention into, any automated data processing that we may undertake.
- Where we process personal data based on consent, individuals may withdraw their consent at any time by contacting us.

If you wish to exercise any of these rights, please send an email to: info@nationalyouthballet.org

COMPLAINTS

We hope that you won't ever need to, but if you do want to complain about our use of personal data, please send an email with the details of your complaint to: info@nationalyouthballet.org

We will investigate and respond to any complaints we receive.

You also have the right to lodge a complaint with the UK data protection regulator, the Information Commissioner’s Office (“ICO”). For further information on your rights and how to complain to the ICO, please refer to the ICO website [ICO Make a Complaint](#)

DATA CONTROLLER AND CONTACT INFORMATION

If you have any questions about this ‘Privacy Notice’ or how and why we process personal data, please contact us at: info@nationalyouthballet.org

ADDRESS:

Or: - National Youth Ballet, The Courtyard, Shoreham Road, Upper Beeding, Steyning, West Sussex, BN44 3TN.

CHANGES TO OUR PRIVACY NOTICE

Updates to this Privacy Notice will appear on this website.

NYB Values	
Safe	We champion healthy and sustainable practice.
Nurturing	We contribute to a mutually positive and nurturing experience.
Respectful	We are respectful of each other, and show this in our interactions with everyone; both online and in person.
Inclusive	We value diversity and proactively seek to create an inclusive environment for all stakeholders.
Communal	We are a community and we grow from our shared experience.
Creative	At our core we are creative and collaborate in our creative process.
Challenging	We challenge perceptions about what ballet is and conventions about who ballet is for.
Sustainable	We acknowledge that there is a climate emergency. We are action-oriented and committed to using our influence, resources, and skills to be a positive force for change.
Exceptional	We work hard to create high quality educational and dance experiences.