



TACT does not collect sensitive personal data.

Personal data will be kept for the minimum amount of time, and only in as much detail as required to provided the service/task for which it is needed.

Personal data will only be shared with any other individual or organisation with explicit consent to do so or if the law requires us to.

TACT is committed to keeping personal data secure, to minimise the risk of data breach TACT will

- assign a volunteer to be responsible for Sign-up sheets at events
- ensure that no data is stored on personal equipment but is password protected on-line
- passwords will only be available to those who need on-line access with a minimum of two in case of illness / absence.
- immediately investigate any unusual activity on the email accounts
- deal with any suspicious behaviour of volunteers according to the TACT Safeguarding Policy.

Pictures or film of the public/volunteers will not be taken without permission. TACT will obtain signed permission from anyone whose images may be shared in any public forum such as social media (or a parent/guardian/carer as relevant).



### **Privacy Statement**

Your privacy is important to us. This policy will tell you how TACT (referred to in the rest of the Policy as ‘we’ ‘our’ or ‘us’) use your personal information.

#### **How do we collect your personal data?**

TACT collects personal data from you when you or your organisation

- enquires about our activities by email,
- subscribes to our newsletter through Mailchimp,
- volunteers for an event through the ‘Volunteer Sign up’ website
- fill out a form at one of our events.

#### **How do we process and use your personal data and how long do we keep it?**

When you send us an email it is necessary for us to read and store your email so that we can respond in the way you would expect. Emails will be deleted after a reasonable period of time.

When you subscribe to the newsletter you will receive it emailed monthly. Your personal data (name, email and phone number) will be held on our Mailchimp account and password protected, until you decide to unsubscribe. This can be easily done by pressing the unsubscribe button at the end of the monthly newsletter. If you fill out a paper form at one of our events with your details, they are entered on our Mailchimp account, and the paper copies are destroyed. Two members of the Committee have access to the password, the Media Lead and the Secretary

When you register to volunteer for activities on [www.volunteersignup.org](http://www.volunteersignup.org), your personal data is retained up to the event and deleted afterwards. The sign-up sheets are password protected and your first name only is visible to the public. Your personal information is password protected and is only accessed by the administrator. Activity leaders may retain a spreadsheet of volunteers which is stored online (not on a local pc) and is password protected.

We will only share your personal data with any other individual or organisation if you give us explicit consent to do so or if the law requires us to.



### **Photography and Filming**

We will not take pictures or film of you or your children without your permission. If we are taking photos or filming in a public place, we will make this clear and give those who do not wish to be included time to move out of shot. We will obtain signed permission from you if images may be shared in any public forum such as social media.

### **Data security**

TACT is committed to keeping your personal data safe. To minimise the risk of data breach TACT will

- assign a volunteer to be responsible for Sign-up sheets at events
- ensure that no data is stored on personal equipment but is password protected on-line.
- passwords will only be available to those who need on-line access with a minimum of two in case of illness / absence.
- immediately investigate any unusual activity on the email accounts
- deal with any suspicious behaviour of volunteers according to the TACT Safeguarding Policy.

All breaches and concerns will be reported to the committee and remedial action taken and recorded in the minutes.

### **Rights you have over your data**

- Where data processing is based on consent, you may revoke this consent at any time and we will make it as easy as possible for you to do this (for example by putting 'unsubscribe' links at the bottom of all our marketing emails).
- You have the right to ask for rectification and/or deletion of your information.
- You have the right of access to your information.
- You have the right to lodge a complaint with the Information Commissioner if you feel your rights have been infringed.

A full summary of your legal rights over your data can be found on the Information Commissioner's website here: <https://ico.org.uk/>

If you would like to access the rights listed above, or any other legal rights you have over your data under current legislation, please get in touch with us. Please note that relying on some of these rights, such as the right to deleting your data, will make it impossible for us to continue to deliver some services to you. However, where possible we will always try to allow the maximum access to your rights while continuing to deliver as many services to you as possible.