



DaDaFest - Disability and Deaf Arts

Privacy and Cookies Policy



Our Commitment

DaDaFest is committed to protecting your privacy and holding information securely. This policy explains how and why we collect and use personal data. Our aim is to ensure you remain informed and that you are in control of the information we hold about you. We will never sell your personal data, and will only ever share it with organisations we work with where necessary and if its privacy and security are guaranteed.

Contacting Us

You can decide not to receive communications from us or change how we contact you at any time. If you wish to do so please contact us using one of the following methods:

By email: dpo@dadafest.co.uk

In writing: DaDaFest, The Bluecoat, School Lane, Liverpool, L1 3BX

Telephone: (0044) 151 707 1733

Text (0044) 7436 536200

Any questions you have about this policy or how we use your personal data should also be sent to us via one of the methods above

About Us

Personal data will be collected and used by DaDa – Disability and Deaf Arts (DaDaFest) (charity no. 1014390 in England). We care about your privacy and the security of your personal data. By personal data we mean any information which identifies you, or which can be identified as relating to you personally.

What Information we collect

Personal data you provide

We collect data you provide to us. This includes information you give us when you attend an event, participate in one of our activities, make a charitable donation or communicate with us. This information may include:

- personal details such as name, date of birth, email, address, access needs, telephone etc.;
- financial information including payment information such as credit/debit card or direct debit details, and whether donations are gift-aided. If you decide to donate to us then we will keep records of when and how much.
- details of your interests and preferences (such as particular types of event you have attended or why you support DaDaFest)



Information created by your involvement with DaDaFest

Your activities and involvement with DaDaFest will result in personal data being created. This could include details of how you've helped us by volunteering or being involved with our campaigns and activities.

Information we generate

We occasionally conduct research and analysis on the information we hold, which can in turn generate personal data. For example, by analysing your interests and involvement with our work we may be able to build a profile which helps us decide which of our communications are likely to interest you.

Information from third parties

We sometimes receive personal data about individuals from third parties. For example, if we are partnering with another organisation to develop or host an event or activity.

We may collect information from social media where you have given us permission to do so, or if you post on one of our social media pages.

Sensitive personal data

We do not normally collect or store sensitive personal data but there are some situations where this will occur (e.g. if you volunteer with us, if you participate in one of our programmes). Where this does occur, we'll take extra care to ensure your privacy rights are protected.

Accidents or incidents

If an accident or incident occurs on our property, at one of our events or involving one of our staff (including volunteers) then we'll keep a record of this (which may include personal data and sensitive personal data).

Volunteers

If you are a volunteer then we may collect extra information about you (e.g. references, criminal records checks, details of emergency contacts, medical conditions etc.). This information will be retained for legal reasons, to protect us (including in the event of an insurance or legal claim) and for safeguarding purposes.

How we will use information

We only ever use your personal data with your consent, or where it is necessary in order to:

- enter into, or perform, a contract with you;
- comply with a legal duty;



- protect your vital interests;
- for our own (or a third party's) lawful interests, provided your rights don't override the these.

In any event, we'll only ever use your information for the purpose or purposes it was collected for (or else for closely related purposes):

Marketing

We use personal data to communicate with people, to promote DaDaFest and to help with fundraising. This includes keeping you up to date with our news and activities.

From 25 May 2018 DaDaFest will ask its supporters to "opt-in" to receive communications including all our marketing communications. This means you'll have the choice as to what you want to receive and how you are happy to receive it

You can decide not to receive communications or change how we contact you at any time. If you wish to do so please contact via one of the methods outlined above.

Administration

We use personal data for administrative purposes (i.e. to carry on our charity work). This includes:

- receiving donations (e.g. direct debits or gift-aid instructions);
- maintaining databases of our volunteers, participants and supporters;
- helping us respect your choices and preferences (e.g. if you ask not to receive marketing material, we'll keep a record of this).

Internal research and analysis

We may carry out research and analysis on our supporters, donors and volunteers, to determine the success of campaigns and appeals, better understand behaviour and responses and identify patterns and trends. This makes us a more effective organisation and helps us provide you with a better experience (e.g. through more relevant communications).

Disclosing and sharing data

We will never sell your personal data or pass it on to a third party without your consent.

If you have opted-in to marketing, we may contact you with information about our partners, or third party products and services, but these communications will always come from DaDaFest and will usually be contained within our own marketing materials

Occasionally, where we partner with other organisations, we may also share information with them (for example, if you register to attend or participate in an event being jointly organised by us and another organisation). However, this will be done



under an agreement which imposes strict requirements on our partner to keep your information confidential and secure.

Fundraising

As a charity, we do sometimes request donations from others to support our work. We'll only contact you specifically about fundraising if you've opted into to receiving this information from us (and you can, of course, unsubscribe at any time).

Research and Profiling

We may aggregate and anonymise personal data so that it can no longer be linked to any particular person. This information can be used for a variety of purposes, such as recruiting new supporters, or to identify trends or patterns within our existing supporter base.

This information helps inform our actions and improve our campaigns, products/services and materials.

Young People

We take great care to protect and respect the rights of individuals in relation to their personal data, especially in the case of children.

If a young person is under 18, we'll only use his or her personal data with parental consent and we won't use young people's personal data for marketing purposes or profiling.

How we Protect Data

We employ a variety of physical and technical measures to keep your data safe and to prevent unauthorised access to, or use or disclosure of your personal information.

Electronic data and databases are stored on secure computer systems and we control who has access to information (using both physical and electronic means). Our staff receive data protection training and we have a set of detailed data protection procedures which personnel are required to follow when handling personal data.

DaDaFest is based in the UK and we store our data within the UK. Some organisations which provide services to us may transfer personal data outside of the EEA, but we'll only allow them to do if your data is adequately protected.

How long we store information

We will only use and store information for so long as it is required for the purposes it was collected for. How long information will be stored for depends on the information in question and what it is being used for. We continually review what information we hold and delete what is no longer required.



Your Rights

We want to ensure you remain in control of your personal data. Part of this is making sure you understand your legal rights, which are as follows:

- the right to confirmation as to whether or not we have your personal data and, if we do, to obtain a copy of the personal information we hold (this is known as subject access request);
- the right to have your data erased (though this will not apply where it is necessary for us to continue to use the data for a lawful reason);
- the right to have inaccurate data rectified;
- the right to object to your data being used for marketing or profiling; and
- where technically feasible, you have the right to personal data you have provided to us which we process automatically on the basis of your consent or the performance of a contract. This information will be provided in a common electronic format.

Please keep in mind that there are exceptions to the rights above and, though we will always try to respond to your satisfaction, there may be situations where we are unable to do so.

If you would like further information on your rights or wish to exercise them, please contact us via one of the methods previously outlined

If you are not happy with our response, or you believe that your data protection or privacy rights have been infringed, you can complain to the UK Information Commissioner's Office which regulates and enforces data protection law in the UK. Details of how to do this can be found at www.ico.org.uk

Cookies and links to other sites

Our website uses local storage (such as cookies) to provide you with the best possible experience and to allow you to make use of certain functionality. Further information can be found in our Cookies Policy at the end of this document.

Our website contains hyperlinks to many other websites. We are not responsible for the content or functionality of any of those external websites.

Changes to this Privacy Policy

We'll amend this Privacy Policy from time to time to ensure it remains up-to-date and accurately reflects how and why we use your personal data. The current version of our Privacy Policy will always be posted on our website.

This Privacy Policy was last updated on 1 May 2018



Cookie Policy

We hope that you enjoy using our site. We've prepared this Cookie Policy to help you better understand and to feel more confident about how we use cookies on our site located at: www.dadafest.co.uk

Please read the following carefully to understand our views and practices regarding cookies and how we use them when you visit our site.

What is a cookie?

We use various technologies on our site to collect information that helps us improve your online experience. We refer to these technologies which include cookies, collectively as "**cookies**". This Cookie Policy explains the different types of cookies used on our site and how you can control them.

A cookie is a small file of letters and numbers that we store on your browser or the hard drive of your device. Cookies are widely used throughout the Internet in order to make sites or other online services work or to be better or more efficient. They can do this because sites and other online services can read and write to the cookies stored on your device, enabling them to recognise you and remember important information that will make your use of them more convenience, for example, by remembering your preferences, username, or showing you pages that you seemed to have a particular interest in.

If you consent to us storing cookies on your computer or other electronic device then you agree that we can store and access cookies as described in this policy.

How you consent to us placing your cookies

When you visit our site you should see an overlay at the bottom of your screen directing you to this Cookie Policy and our Privacy Policy.

By clicking or selecting the "**I Agree**" button that appears in the overlay then you are demonstrating to us that you are freely giving us informed and specific consent for us to place cookies on your device for the purposes specified in this Cookie Policy and you are accepting and consenting to the practices described.

If you **do not** click or select the "**I Agree**" button that appears in the overlay then we will not place cookies on your device.

If you **do not** see an overlay at the bottom of your screen then you may have already accepted our Cookie Policy and our Privacy Policy. You may also be using a pop-up blocker or similar tools that may prevent this policy from being brought to your attention. Please ensure that any pop-up blockers are disabled when you use our site. If you're unsure then scroll down to the bottom of this page where we explain how you can manage your cookies.



What do you use cookies for?

Our site uses cookies to distinguish you from other users of our site and to save and retain certain parameters about you and your usage of our site. This helps us to provide you with a good experience when you browse our site and also allows us to improve our site.

If you would like more information about cookies and how you can manage the settings on your computer, you can visit www.allaboutcookies.org/manage-cookies/

Cookies we use

You can find more information about the individual cookies we use on our site and the purposes for which we use them in the table below:

Cookie name	<i>Purpose & Content</i>
.NET Framework Cookie	Type Analytics/performance cookie Purpose Used to distinguish users and sessions when they connect to the website. Content Alphanumeric string of characters https://cookiepedia.co.uk/cookies/ASP.NET_SessionId Provider: Microsoft Corporation
4 Google Analytics Cookies	Type Analytics/performance cookie Purpose Used to distinguish users and sessions when they connect to the website. Content Randomly generated number Provider: Google Analytics
nopCommerce Cookie	Shop Shop cookie to remember the customer for a more customized shopping experience. Alphanumeric string separated with hypens Provider: The nopCommerce development team
Cookie Consent Cookie	Status Cookie to store value of cookie consent button. text value Provider: Insights



Providers

Google Analytics

The cookies used by Google Analytics are used to collect information about how you use our site. We use this information to compile reports and to help us improve our site. The cookie collects information in an anonymous form, including the number of visitors to our site, where visitors have come to the site from and the pages that they visited.

You can read more about Google's overview of privacy and safeguarding your data at <https://support.google.com/analytics/answer/6004245>.

Third Parties

Please note that third parties (including, for example, web traffic analysis services such as Google Analytics) may also use cookies, over which we have no control.

How do I control cookies?

You can block cookies by activating the setting on your browser that allows you to refuse the setting of all or some cookies. However, if you use your browser settings to block all cookies (including essential cookies) you may not be able to access all or parts of our site. You may also delete any cookies stored on your computer at any time.

You can find out more about changing cookie settings on your computer by visiting www.allaboutcookies.org/manage-cookies/.

How long is cookie information stored?

Different cookies may be stored for different periods of time. In many cases these cookies are updated automatically each time you visit our site or may expire and be deleted by your computer automatically. It is important to understand that when a cookie is placed on your computer it will reside on your hard drive until it expires and is deleted or it may reside on your hard drive until you manually delete it – this entirely depends on your individual browser settings and we do not have control over this.

Please remember that you can delete or change the way in which you store cookies on your computer at any time.

Changes to our cookie policy

We may need to change this Cookie Policy if it's necessary for legal reasons or to reflect changes to our services or the purpose for which we use cookies. In any case, the provisions of this Cookie Policy may be changed without prejudice to your rights. When we change our Cookie Policy we will make the updated Cookie Policy available on our site and we will also update the "Last Updated" date at the top of this page.



Any changes to our Cookie Policy will come into effect seven days after we post it on our site. During that period you're welcome to contact us if you have questions about the changes.