

As an organisation we are committed to respecting your privacy when we use your personal data. We use your data as described below and relates to our processing of personal data of members, those registering for carnival and other relevant London School of Samba events, as well as anyone with an interest in the school, samba and carnival.

This policy does not cover how we use your data to analyse use of our website. This is covered in our cookies statement.

Who we are

London School of Samba G.R.E.S Unidos de Londres is a charitable company. Registered charity number 1004609 - Company number 2564505gistered charity number 1004609 - Company number 2564505

Our registered address is London School of Samba 62a Augustus Road SW19 6LZ.

You can contact our Communications & Marketing Team at commslss@gmail.com

How to reach our Data Protection Officer

Email our Communications and Marketing Team commslss@gmail.com

How Do We Notify You of Changes to this Policy?

We keep this Policy under regular review and place updates on www.londonschoolofsamba.co.uk. We will also provide notifications of changes (for example, about the purposes for processing your personal information) via email.

What Data Do We Collect?

We don't receive any personal data about you other than what you provide us, either by becoming a member, or registering for Carnival. We also have a legal obligation to inform members of general meetings and other key company related matters.

How we collect your information

- From the information you provide to us when you join as member, register for Carnival
- When you communicate with us by email or via our website, for example to make enquiries about membership or an event

The types of information we collect

Contact and communications information, including:

- Email address
- your Full Name

For membership, payment of fees and reimbursement of expenses

- Details of financial transactions, for example membership fees, or expense claims

We will contact you annually by email to ensure that you wish to continue your membership or to receive general communications from us.

If we lose touch with you over time, we may get in touch via email to ensure that our contact details for you are up to date, allowing us to continue to communicate with you about membership and/ or school events. If you do not wish London School of Samba to do this for you, please contact commslss@gmail.com

What Happens If You Don't Want Us to Have Your Data?

You are not required to provide personal data to us. Note, however, that your failure to do so may affect our ability to provide the information you may request. For example you will not be kept informed about any opportunities or information nor will you be a member for the purposes of voting at the General Meetings. Please note that we are legally required to have contact details of members and we cannot accept a member without these details. Also, we are unable to process your membership fees if you do not provide your payment information - we do not take payment information.

The basis for processing your information and how we use it

We may process your personal data because it is necessary for the performance of your membership or for carnival registration. We use your personal data for the following:

- to interact with you before or after you join as member or register for an event for example, to answer any questions you have
- Get in touch via members newsletter
- when you submit an application to join the Board of Trustees, as part of our requirement to engage with members in the running of the company via general meetings.
- to deal with any concerns or feedback you may have
- for any other purpose related to membership, carnival or any other event we are involved with as a school for which you provide us with your personal data

We may also process your personal data because it is necessary for our or a third party's legitimate interests. Our "legitimate interests" include our charitable objectives. In this respect, we may use your personal data for the following:

- To monitor and evaluate the performance and effectiveness of our activities
- To keep you informed by letter, telephone or email and other electronic means) of news and information about our events, activities and details of opportunities to get further involved with the School in accordance with your communication preferences and subject to having your consent for being contacted by electronic means
- To ensure that our communications are relevant to you and your interests and to assess your likely ability to contribute to the School
- Administrative purposes, for example in connection with your membership or a workshop or event you have registered for or attended
- Publishing stories and news items about our members work and other achievements on our website (www.londonschoolofsamba.co.uk) and in electronic publications
- Conducting surveys or other research
- Internal record-keeping, including the management of any feedback or complaints.

We may also process your personal data for our compliance with our legal obligations. In this respect, we may use your personal data for the following:

- to meet our compliance and regulatory obligations, such as compliance with the Companies Act, anti-money laundering laws and tax reporting requirements
- for the prevention and detection of crime
- to assist with investigations (including criminal investigations) carried out by the police

We may also process your personal data where:

- it is necessary for the establishment, exercise or defence of legal claims (for example, to protect and defend our rights or property, and/or the rights or property of our members)
- we have your specific or, where necessary, explicit consent to do so

With your consent, we may process your personal data to provide you with information about our events, activities and details of opportunities to get further involved with the School for example, by sending you updates, newsletters, membership emails and news alerts. We may send you these communications by electronic means (meaning, principally by email) only with your specific consent. If you do not wish to receive such information, you can opt out of any emails using the links in the message. Alternately, if you wish to receive this information only by certain means of communication, you can update your communication preferences at (website link) or email commslss@gmail.com now or at any time in the future, and your details will be updated.

Sharing your information with others

For the purposes referred to in this privacy notice and relying on the bases for processing as set out above, we may share your personal data with certain third parties. We may disclose limited personal data to a variety of recipients including:

- Only where there is a legitimate reason for their receiving the information, including third parties where we have engaged them to process data on our behalf
- as part of administering our membership system or events
- internal and external auditors
- Only aggregated data in a non-personal form will be used to monitor our success in our commitment to equal opportunities and to support applications for funding. when the School is legally required to do so (by a court, government body, law enforcement agency or other authority of competent jurisdiction), for example by the Charity Commission
- We do not sell your personal data to other organisations.

How long your information is kept

The School has a data retention policy and disposal schedule which determines how long data will be held. The School will hold your data for up to 5 years after you last interacted with us or as long as is legally required. A copy of our data retention policy and disposal schedule is available from commslss@gmail.com

Your rights

You have the following rights:

- to obtain access to, and copies of, the personal data that we hold about you
- to request that we cease processing your personal data if the processing is causing you damage or distress
- to object to marketing communications
- to require us to correct the personal data we hold about you if it is incorrect
- to require us to erase your personal data (with the exception of our legal requirement to keep details of invoices and payments made to support out accounts.)
- to require us to restrict our data processing activities (and, where our processing is based on your consent, you may withdraw that consent, without affecting the lawfulness of our processing based on consent before its withdrawal)
- to receive from us the personal data we hold about you which you have provided to us, in a reasonable format including for the purpose of you transmitting that personal data to another data controller; however we reserve the right to send data in the simplest, most comprehensive way possible
- to object, on grounds relating to your particular situation, to any of our particular processing
- to object to activities where you feel this has a disproportionate impact on your rights

Please note that the above rights are not absolute, and we may be entitled to refuse requests where exceptions apply, for example, where we are required by law to hold specific data. If you have given your consent and you wish to withdraw it, please update your details with commslss@gmail.com Please note that where our processing of your personal data relies on your consent and where you then withdraw that consent, we may not be able to provide all or some information to you once you have opted out.

If you are not satisfied with how we are processing your personal data, you can make a complaint to the Information Commissioner. You can find out more about your rights under data protection legislation from the Information Commissioner's Office website available at: www.ico.org.uk. You also have the right to contact the Information Commissioner's Office (ICO) if you have any concerns about data protection using their help line 0303 123 1113 or at www.ico.org.uk

Contact us

If you have any queries about this privacy notice or how we process your personal data, or if you wish to exercise any of your rights under applicable law, you may contact our operations team

- by email: commslss@gmail.com