

# Jive4All Privacy Policy

Jive4All is an unincorporated association run by the Jive4All committee. For queries or complaints about the privacy policy or information we hold about you, please email [data@jive4all.org](mailto:data@jive4all.org) or talk to any crew member.

We collect the following information about our members:

Data	Purpose	Lawful Basis
Name	To manage your membership of the club and record your agreement with the safe spaces policy.	Legitimate interests
Phone number	To inform you if Jive4All is notified of any COVID-19 positive tests or symptoms later confirmed by a positive test by event attendees within 48 hours of the event.	Legitimate interests
E-mail	To inform you if Jive4All is notified of any COVID-19 positive tests or symptoms later confirmed by a positive test by event attendees within 48 hours of the event.	Legitimate interests
E-mail	To keep you informed about Jive4All, including information about our events.	Consent

The personal information we collect is not transferred to or stored in countries outside of the UK and European Union.

In the event of a case of COVID-19 in class we may be asked to provide your details to NHS Test and Trace. By consenting to this policy, you are giving us permission to do this.

We will keep a record of your membership and e-mail address while you are a member of the club. At the end of your membership we will delete your data within two months. You may contact us to end your membership at any time.

You may withdraw consent for our use of your email address to inform you of Jive4All events at any time, either by contacting us or by following the unsubscribe instructions included in the emails we send.

If your details change please contact us so that we can update the data we store about you.

Your rights:

- To be informed about how your personal data is processed.
- To access the personal data we hold about you
- To have inaccurate or incomplete data corrected
- To have the data we hold about you erased
- To restrict how we process your personal data
- To transfer the data we hold about you to a different service

If you want to know more about your rights, or if you wish to make a complaint about how we handle data you should contact the Information Commissioner's Office, see <https://ico.org.uk/> for details.