



PRIVACY POLICY

This Privacy Policy explains in what instances and why Out of Many People CIC might collect your information, as well as how we use it and keep it secure.

GDPR

General Data Protection Regulations (GDPR) legislation gives you more control over your data, what data we hold and how we can use it. [The Information Commissioner's Office](#) has lots more details and guidance on the law, rights and responsibilities relating to GDPR for individuals and organisations.

OUR COMMITMENT TO YOU

Out of Many People CIC is committed to building and keeping the trust of our website visitors, partners, audiences, volunteers, freelancers, artists and others we might engage and/or communicate with.

We never rent, sell or trade your information (including emails) with other companies and businesses for marketing purposes.

We may share personal information with third-party service providers we trust who help us to operate our website, or provide services to you (for example, posting items to you such as printed invitations). These third parties will be bound by confidentiality requirements and will only be given permission to use your personal information as agreed by Out of Many People CIC to deliver the services they have been contracted to carry out and specifically agreed.

We may also disclose personal information if required by law, to protect our rights, or to comply with a legal process.

LAWFUL BASIS FOR PROCESSING YOUR PERSONAL INFORMATION:

We can't - and won't - collect and process your personal information just for the sake of it. UK data protection law means we must have a lawful basis doing so. We process personal information based on the following lawful bases:

Consent: You have given us clear consent to process your personal data for a specific purpose.

Contract: The processing is necessary for a contract we have with you or because you have asked us to take specific steps before entering into a contract.

Legal obligations: The processing is necessary for us to comply with the law (not including contractual obligations).

Legitimate interests: We have a legitimate interest in processing your information – unless there is a good reason to protect your personal data which overrides those legitimate interests.

Please note that we may process your personal information for more than one lawful ground depending on the specific purpose for which we are using your information. Please contact us if you need details about the specific legal basis we are relying on to process your personal data.

Find out more about the legal bases for collection of personal data on the ICO website

WHAT INFORMATION DO WE COLLECT AND HOW DO WE USE IT?

Personal Information: We may collect the personal information you provide to us voluntarily, such as your name, email address, postal address, phone number, and any other details you choose to provide.

We collect this information when you fill out forms on our website, subscribe to our newsletters, contact us through our website, by email or phone, register or purchase tickets for an event or fill out a survey.

We may use the personal information we collect to:

- Provide, enhance and personalise our services to you.
- Communicate with you and respond to your queries.
- Send you, marketing communications newsletters and promotional information and updates (if you have opted in/signed up for them).
- Analyse your thoughts and opinions about our activities, events and services.
- To meet ticket and registration requests for our events and activities via a trusted secure ticketing platform such as Ticket Source or Eventbrite. The information also supports safe events delivery and planning.
- Improve our website, products, and services
Ensure the security of our website and prevent fraud.
- Consent documentation where appropriate or necessary

Recorded Images – film and photography

From time to time we may take your photo or record you on film - individually or as part of a crowd/audience - at an event in the following circumstances;

- Project and/or event documentation and archiving.
- To share with trusted third parties such as funders and partners so that we meet our contractual obligations with them e.g. Library, civic, and university archives. This will also include funder reporting.
- To comply with copyright regulations.
- For Out of Many People marketing and promotion purposes.

We may also seek your consent to use and store archival recorded images you have shared with us for marketing and archival purposes.

For all our events and activities, crowd release notices will be shared, announced and/or displayed. We will also endeavour to give patrons the opportunity to state they do not wish their likeness to be captured at events being filmed or photographed.

We will always treat recorded images you have either donated or shared with us or allowed us to capture with sensitivity and respect and will never share them for commercial use (unless you have given express permission e.g. an image on a postcard or book published by us and for sale).

Bank details

We will only collect bank details relating to contracting of suppliers, freelancers and others we engage to deliver services to enable us to deliver our contractual obligations with them.

Google Analytics

When anyone visits www.outofmanypeople.org.uk we use a third-party service, Google Analytics, to collect standard internet log information and details of visitor behaviour patterns.

This is so we can find out things such as the number of visitors to the various parts of the site, browser type, timestamps and referring and exit pages, and when they visit. This information is only processed in a way which does not identify anyone. We do not make, and do not allow Google to make, any attempt to find out the identities of those visiting our website. We collect this information purely for analytical purposes and to improve our website functionality.

Cookies and Similar Technology: Cookies are small text files stored in devices – bits of information sent by a web server to a web browser which permit the service to gather information from the browser, which in turn helps us to remember your preferences when using the site. They also support website security or basic functionality. Cookies can be disabled in your browser settings. Please note this may affect some website functions.

YOUR DATA PROTECTION RIGHTS

You have rights regarding your personal information:

- The right to withdraw your consent at any time.
- The right to ask us to **provide you with copies of your personal information we hold**, where we obtained it, and who we share it with.
- The right to access, update, or correct your personal information.
- The right to ask us to **delete your personal information**
- The right to object to or limit the processing of your personal information. **You can read more about this here.**
- The right to data portability (where applicable) – asking us to **transfer the personal information you gave** us to yourself or to another organisation.

If you have a data protection rights request or you have any concerns or queries about this Privacy Policy, please contact us at info@outofmanypeople.org.uk We must respond to your requests promptly and within one month.

You can find out more about your data protection rights and the exemptions which may apply on the ICO's website:

CHILDREN'S PRIVACY

Whilst we programme activities for children, outofmanypeople.org.uk is not intended for children under the age of 16. We will not knowingly collect children's personal information without consent from their parent or adult guardian.

In instances where you think we may have inadvertently collected information from a child, please get in touch so that we can remove the information from our records.

HOW WE PROTECT YOUR INFORMATION

We take reasonable precautions to safeguard your information from unauthorised disclosure access, destruction or changes. All personal information that is stored by us is kept on a server in a secure environment. Please note that neither the internet nor electronic storage are 100% secure. As such, we cannot guarantee the security of data you release online, and we will not be liable for its unlawful use, circulation or destruction.

HOW LONG WILL WE KEEP YOUR DATA FOR?

Unless a longer retention period is required or permitted by law, we will retain personal information for as long as needed to fulfil the purposes detailed in this Privacy Policy. When your personal information is no longer needed, we will either securely delete or anonymise it.

If you ask us to stop sending you marketing materials/emails, we will keep a record of your contact details and other information to enable us to comply with your request not to be contacted by us.

HOW TO COMPLAIN

If you have any concerns about how we have used your personal data, you can get in touch with us at our contact details below. If you are still unhappy after the complaint, **you can also get in touch with the ICO.**

CHANGES TO THIS PRIVACY POLICY

We recommend you revisit our Privacy Policy periodically.

We reserve the right to make amends to or update this Privacy Policy as necessary and at any time, which will become effective on posting on our website.

GET IN TOUCH

If you have any requests, questions or concerns about this Privacy Policy or your personal data please contact us on info@outofmanypeople.org.uk

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