



## Policies and Procedures

# Privacy Policy

**Policy Owner:** Barnsley Pride Board of Trustees

**Approved By:** Barnsley Pride Board of Trustees

**Review:** Annually

**Next Review Date:** 5<sup>th</sup> August 2027

### INTRODUCTION

Barnsley Pride is committed to protecting your personal information and respecting your privacy.

This Privacy Notice explains how we collect, use, store and protect your personal data when you interact with Barnsley Pride, attend our events, volunteer with us, make a donation, apply to become a trustee or volunteer, book a stall, perform at one of our events, or visit our website.

Barnsley Pride is committed to processing personal data lawfully, fairly and transparently in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and other applicable legislation.

### WHO WE ARE

Barnsley Pride is a registered charity dedicated to celebrating, supporting and promoting the LGBTQ+ community across Barnsley and the surrounding areas through events, community projects and engagement activities.

#### **Data Controller**

Barnsley Pride

Email: [info@barnsleypride.org](mailto:info@barnsleypride.org)

Website: [www.barnsleypride.org](http://www.barnsleypride.org)

If you have any questions about this Privacy Notice or how we use your information, please contact us using the details above.

### INFORMATION WE COLLECT

**Depending on how you interact with Barnsley Pride, we may collect:**

#### **Personal Information**

- Name
- Postal address
- Email address
- Telephone number
- Date of birth (where required)
- Emergency contact details
- Organisation or business name
- Social media usernames
- Photographs
- Video recordings

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#### **INFORMATION WE COLLECT (CONT.)**

##### **Event Information**

- Stallholder applications
- Performer applications
- Volunteer applications
- Accessibility requirements
- Booking information
- Attendance records
- Feedback forms

##### **Financial Information**

- Where applicable:
- Donation details
- Sponsorship information
- Invoice details
- Payment confirmations

Barnsley Pride does not store full debit or credit card details.

##### **Website Information**

- When visiting our website we may collect:
- IP address
- Browser type
- Device information
- Website usage statistics
- Cookies

Please refer to our Cookie Policy for further information.

#### **SPECIAL CATEGORY INFORMATION**

Some information requires additional protection under UK GDPR.

##### **This may include:**

- Sexual orientation
- Gender identity
- Disability information
- Health or medical information
- Accessibility requirements
- Equality monitoring information

##### **We will only collect this information where:**

- You have provided explicit consent;
- It is necessary to provide appropriate support or accessibility;
- It is required by law; or
- Another lawful condition under UK GDPR applies.

Providing this information is generally optional unless it is necessary for a specific service.

#### **HOW WE COLLECT INFORMATION**

##### **We collect personal information when you:**

- Contact us
- Visit our website

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#### **HOW WE COLLECT INFORMATION (CONT.)**

- Complete an online form
- Register for an event
- Volunteer with us
- Become a trustee
- Book a stall
- Apply to perform
- Make a donation
- Apply for sponsorship
- Complete a survey
- Subscribe to updates
- Contact us through social media
- Email or telephone us

We may also receive information from trusted partners where appropriate and lawful.

#### **HOW WE USE YOUR INFORMATION**

##### **We use personal information to:**

- Organise Barnsley Pride events
- Manage volunteers
- Process performer applications
- Process stallholder applications
- Manage sponsorships
- Communicate with supporters
- Respond to enquiries
- Improve our services
- Meet legal obligations
- Maintain charity records
- Promote our activities
- Ensure accessibility and inclusion
- Protect the safety of participants

#### **LAWFUL BASIS FOR PROCESSING**

##### **Barnsley Pride processes personal information using one or more of the following lawful bases:**

- Consent
- Contract
- Legal obligation
- Legitimate interests
- Vital interests (where necessary)

Where processing relies on consent, you may withdraw that consent at any time.

#### **MARKETING COMMUNICATIONS**

##### **We may occasionally send updates about:**

- Barnsley Pride events
- Community activities
- Volunteer opportunities
- Fundraising campaigns
- News and announcements

You may unsubscribe from marketing communications at any time by following the unsubscribe link in emails.

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#### **SHARING YOUR INFORMATION**

Barnsley Pride will never sell your personal information.

##### **We may share information where necessary with:**

- Event suppliers
- Volunteers working on our behalf
- Professional advisers
- Local authorities
- Emergency services
- Funding organisations
- Insurance providers
- IT service providers
- Payment processors
- Regulators where legally required

Any third-party organisations processing information on our behalf are required to protect it in accordance with UK data protection law.

#### **INTERNATIONAL TRANSFERS**

Barnsley Pride aims to store information within the United Kingdom.

Where information is processed outside the UK, appropriate safeguards will be in place to protect your personal information in accordance with UK GDPR.

#### **HOW WE KEEP YOUR INFORMATION SAFE**

##### **We take appropriate technical and organisational measures to protect personal information, including:**

- Password-protected systems
- Multi-factor authentication where available
- Secure cloud storage
- Restricted access
- Secure backups
- Encryption where appropriate
- Anti-virus software
- Secure disposal of confidential information
- Staff and volunteer awareness training

#### **HOW LONG WE KEEP INFORMATION**

We only retain personal information for as long as necessary.

Retention periods depend on the purpose for which the information was collected and any legal or regulatory requirements. When information is no longer required, it will be securely deleted or destroyed.

#### **PHOTOGRAPHY AND FILMING**

##### **Photographs and video recordings may be taken during Barnsley Pride events for:**

- Social media
- Website
- Promotional materials
- Press coverage
- Future event marketing

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#### **PHOTOGRAPHY AND FILMING (CONT.)**

Event signage will advise attendees that photography and filming may be taking place.

If you have safeguarding concerns or do not wish to appear in promotional material, please speak to a member of the Barnsley Pride event team as soon as possible. While we cannot guarantee that individuals will not appear incidentally in crowd images taken in public spaces, we will make reasonable efforts to accommodate requests where practicable.

#### **CLOSED CIRCUIT TV (CCTV)**

**Where CCTV is used at events or venues, it will be operated for:**

- Public safety
- Crime prevention
- Incident investigation
- Protection of staff, volunteers and attendees

Signage will be displayed where CCTV is in operation.

#### **YOUR RIGHTS**

**Under UK GDPR, you have the right to:**

- Be informed about how your data is used.
- Request access to your personal information.
- Request correction of inaccurate information.
- Request deletion of your information where appropriate.
- Restrict processing.
- Object to processing.
- Withdraw consent where applicable.
- Request data portability where applicable.
- Lodge a complaint with the Information Commissioner's Office (ICO).

Most requests will be responded to within one month.

#### **COOKIES**

**Our website may use cookies to:**

- Improve website performance
- Understand visitor behaviour
- Remember preferences
- Enhance user experience

You can manage cookie preferences through your browser settings.

#### **THIRD-PARTY WEBSITES**

Our website and social media pages may contain links to external websites.

Barnsley Pride is not responsible for the privacy practices of other organisations, and you should read their privacy notices before providing personal information.

#### **DATA BREACHES**

If Barnsley Pride becomes aware of a personal data breach that may affect your rights or freedoms, we will investigate promptly and, where legally required, notify the Information Commissioner's Office (ICO) and affected individuals.

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#### **CONTACT US**

**If you have any questions about this Privacy Notice or wish to exercise your data protection rights, please contact:**

Barnsley Pride

Email: [info@barnsleypride.org](mailto:info@barnsleypride.org)

Website: [www.barnsleypride.org](http://www.barnsleypride.org)

#### **COMPLAINTS**

If you are unhappy with how Barnsley Pride has handled your personal information, please contact us first so that we can try to resolve your concerns.

**You also have the right to complain to the Information Commissioner's Office (ICO):**

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Telephone: 0303 123 1113

Website: <https://ico.org.uk>

#### **CHANGES TO THIS PRIVACY NOTICE**

Barnsley Pride may update this Privacy Notice from time to time to reflect changes in legislation or our working practices.

The latest version will always be published on our website and will include the revision date.