

# Data Privacy Statement

## General Information

1. All personal data, such as email address, name, phone number, etc. is collected solely for the purpose of managing the membership of Jivebeat / Tango Synthesis and to maintain compliance with various legal requirements.
2. Your email address, if provided, will only be used for occasional offers and newsletters. You may opt out of these at any time.
3. Your mobile phone number, if provided, will only be used in cases of emergency, such as last-minute venue closures or fire safety and evacuation procedures. We will never call you or spam you with texts.

## Information Sharing

1. We will never link, sell, lend, or otherwise transfer your details to any third party without your explicit permission, unless required to do so by law.

**Note:** Jivebeat and Tango Synthesis are brands of the same organisation, so whilst you may receive information regarding both from time to time no data has been shared with any other organisation or person in order to achieve this.

## Data Retention

1. Attendance records shall be retained for a period of five years from the date of attendance in order to comply with insurance requirements and safeguarding obligations.
2. You may request a copy of your data at any time, however this is a manual process, so it may take a few days for the report to be delivered.

## Removal of Data

1. You may ask to have your data removed from our active system at any time, and we will comply as soon as possible.
2. Please note also that by removing your data from our system you effectively terminate your membership of Jivebeat, and so if you wish to attend any of our events in future you will need to re-join and re-submit your information.
3. Attendance records will be retained as required by law even if your details have been removed from our active system.

## Review

1. We will regularly review the data that we retain on our systems, and remove any information that is no longer required.

For any further information about data retention, processing or privacy, please contact our data controller at [graham@tangosynthesis.dance](mailto:graham@tangosynthesis.dance) or 07874 641306