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**Corali Privacy Notice (mailing list)**

Corali Dance Company is a registered charity and company limited by guarantee. We are based at Office 3.02, Carlton Mansions, 387 Coldharbour Lane, London SW9 8GL.

**1. Our approach to data protection**

At Corali, we promise to process and look after your personal data carefully and in accordance with the [UK General Data Protection Regulations](https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/). This means

1. asking for your permission to use your data
2. keeping it up-to-date
3. storing it securely
4. not keeping it for too long if it’s not needed
5. deleting it if you want us to (see point 7 below)

**2. What information do we hold about you?**

When you sign up to Corali’s mailing list, you give us your name and e-mail address.

This privacy notice only relates to our mailing list subscribers. Separate privacy information is available if you take part in our activities or you are involved with Corali in some other way.

Website usage information is collected using cookies (see point 9 below).

**3. What do we do with your personal information?**

By signing up to our mailing list, you agree to let us inform you, by e-mail, about Corali performances, activities, events and other opportunities.

Our mailing list is currently hosted by MailChimp. MailChimp’s privacy policy can be found [here](https://mailchimp.com/legal/privacy/?_ga=2.131855247.1439645762.1526555182-764056721.1513593270&_gac=1.57611352.1525871659.Cj0KCQjwuMrXBRC_ARIsALWZrIgQt3HPJ2yPPys3PJt68FPjhh9QugryfNqmK-bhNkgjZee_byBFHCYaAlK8EALw_wcB).

**4. What is our legal basis for processing your personal data?**

The GDPR requires us to have a “legal basis” for processing and storing your personal information. Our legal basis for processing and storing your personal information is your consent to let us do so. When you sign up to Corali’s mailing list, you are providing your consent for us to contact you by e-mail. You can change your mind at any time, and we will remove your information from our records.

If you are also involved with Corali in a different way, we will ask for separate consent to hold your information. There may be a different legal basis for us to collect this information, which we will always make clear.

**5. Sharing personal data**

We will never give your information to another company without asking you first. We will always tell you in the unlikely event of your information being shared.

**6. How long do we keep data?**

We try not to keep data for any longer than is needed. In the case of our mailing list, you can unsubscribe at any time, either via our newsletters or by contacting Corali at admin@corali.org.uk or on 020 7091 7113. You can also update your details in the same way.

**7. Access to your personal data**

You have the right to request a copy of the information that we hold about you. You can also ask for the information to be changed if it is out-of-date, or deleted altogether.

**8. Further processing**

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, we will contact you prior to doing so to ask for your permission.

**9. Cookies**

Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. This information is used to track visitor use of the website and to compile statistical reports on website activity. For further information visit www.aboutcookies.org or [www.allaboutcookies.org](http://www.allaboutcookies.org).

You can set your browser not to accept cookies and the above websites tell you how to remove cookies from your browser. However, in a few cases, some of our website features may not function as a result.

**10. Other websites**

Corali’s website contains links to other websites. This privacy policy only applies to our own website, so when you link to other websites you should read their own privacy policies.

**11. Changes to this privacy notice**

We keep this privacy notice under regular review and will place any updates on this web page. This privacy policy was last updated in July 2022.

**12. How to contact us**

Please contact us if you have any questions about our privacy notice or information we hold about you.

You can e-mail us at admin@corali.org.uk, call us on 020 7091 7113 or write to: Jennifer Dyer, General Manager, Office 3.02 Carlton Mansions, 387 Coldharbour Lane, London SW9 8GL.

The General Manager has day-to-day responsibility for data protection and control at Corali. Overall responsibility lies with Corali’s board of trustees.

If you have a question, concern or complaint you can also contact the Information Commissioners Office on 0303 123 1113 or via e-mail at <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

**13. Corali Data Protection Policy**

If you would like to see a copy of Corali’s full Data Protection Policy, please contact the General Manager using the contact details in point 12 above.

**July 2022**