

# The Shine Seminars

## Data Protection Approach

### Version control

	Version 0.1	Version 0.2	Version 0.3
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# Data Protection Approach

## Key details

The Shine Seminars is not a registered company, it is a gathering of people.

Safeguarding your information is extremely important to us. If you have any questions regarding the policies set out below, please email [info@theshineseminars.org](mailto:info@theshineseminars.org)

This privacy policy describes how The Shine Seminars protects and makes use of the information you give when you buy The Shine seminars/Celebration tickets, sign up to receive newsletters, are a Shine Seminars/Celebration volunteer or contracted crew member, visit the Shine Seminars website, or attend The Shine Seminars/Celebration event. This policy is updated from time to time. It was last updated in ...

In accordance with data protection legislation, your data is not retained for any longer than necessary and only for the purposes listed below.

## Mailing list.

This is used to mail out The Shine Seminars newsletter (approximately monthly).

The newsletter is mailed out via a email agent), which has to be GDPR compliant.

Only people who've positively subscribed to the newsletter are on this list. People can easily unsubscribe at the foot of the newsletter. A back-up of the mailing list may be held by one member of The Shine Seminars team on a password-protected computer.

Our mailing list is not used for marketing purposes or shared with third parties except as described above.

## Public ticket buyers.

Data is collected on our behalf by Workshop Angel. Ticket Sellers hold the data and are aware of, and advise us they are compliant with, GDPR regulations, through their own Privacy Policy. We have access to this

information solely to be able to communicate with you about the event, and to help with operational planning.

Workshop Angel does not pass any details on to any other/ third parties.

### 3. Crew – including speakers, volunteers, contractors, traders.

Only data required to safely and efficiently manage the event is collected; for example that which is required to comply with H&S regulations, to manage a crew ticketing system, or to create volunteer rotas. For most crew; names, contact details and The Shine Seminars roles comprise the personal data held. Additional information will be held where this is required for H&S purposes or for managers to appropriately support crew members. Information about abilities, training certificates and references would fall into this category.

Data is held electronically and is only shared when necessary (eg information needed for crew ticketing is shared with Box Office managers so they can effect accreditation) or when explicit consent is given (eg co-ordinators are asked whether The Shine Seminars team can share their contact details with another co-ordinator).

Crew data is stored on an ongoing basis only by The Shine Seminars team, as a reference point in case legitimate queries or complaints are made by or about a crew member. We do not share information about crew more widely unless there is a legal or H&S necessity to do so.

Crew details are not used for marketing purposes or shared with third parties except as described here. Crew T&Cs include notification that we hold and process personal data as described here, and that crew have a right to inspect and review the data we hold.

### 4. Photos and video of participants.

Participants have the right to request not to be filmed / photographed at any of our events, and to request that any film / photographs already taken of them be deleted. The Shine Seminars Team will do their best to uphold any such requests with respect to accredited Shine Seminars photographers / videographers.

The Shine Seminars press are advised not to take close up photographs of under 16s except with explicit consent from the child and their guardian.

### 5. Cookies

This website uses some cookies to help us understand how the website is

used. This data is important to us to highlight areas for improvement in website flow.

Cookies do not retain any personal information such as your name or payment details, but give us encrypted information related to the website. We use the following cookie on our website, the Google Analytics Tag, to track your behaviour on the site.

Cookies are also stored by Google Analytics, the Google service which measures the effectiveness and efficiency of the website. Google has its own Privacy Policy which you can review at <https://policies.google.com/privacy?hl=en-US>. If you'd like to opt out of tracking by Google Analytics, you can do so at <https://tools.google.com/dlpage/gaoptout>.