

# Privacy Policy

Aesop Arts and Society Limited is a limited company (Company No. 6998306) and a registered charity (Charity No. 1134572).

This privacy policy explains how we use any personal information we collect about you and your organisation when you use [ae-sop.org](http://ae-sop.org), [dancetohealth.org](http://dancetohealth.org), [prescribe-arts.org](http://prescribe-arts.org) and/or provide us with your information.

## What information do we collect about you?

We collect information about you when you opt in to receive information from Aesop, buy tickets for our events or take part in our programmes and associated research studies.

We also collect information when you voluntarily complete surveys, provide feedback or request details about us. Website usage information is collected using cookies.

For the purposes of our [prescribe-arts.org](http://prescribe-arts.org) platform, we collect your contact details when you register with the site:

- As an arts and health practitioner to promote your organisation and programme.
- As a social prescriber to access additional functionality to enable quicker and easier prescribing of arts and health programmes.

For the purposes of our Dance to Health programme and research study, the information we collect includes identity, health status and contact details data (name, date of birth, title, gender, etc.)

Data collected	purpose	Legal basis
Contact information e.g. name, address, email address, telephone number	To contact you about your enquiry / booking and to keep you up to date with Dance to Health.	Consent
Medical information e.g. answers to our medical screening questions, medication taken, emergency contact information	To ensure we can deliver Dance to Health safely.	Consent
Evaluation data e.g. The results when undertaking tests	To evaluate the impact of Dance to Health	Consent

such as timed up and go test		
Website usage data e.g. pages visited and duration	To make improvements to our websites.	Consent
Payment information	To process payments for the bookings you make with us	fulfilment of a contract
Career information e.g. employment history and DBS checks	Used to evaluate any candidates that apply for roles with us, either paid or voluntary	Consent

You are able to remove your consent at any time. You can do this by contacting us via email ([marketing@ae-sop.org](mailto:marketing@ae-sop.org)) or write to Aesop, Wittas House, Two Rivers, Station Lane, Witney, Oxfordshire OX28 4BH.

### **How do we store your personal information?**

Your information is securely stored in a mixture of locked filing cabinets, and on local computers or in cloud storage. We will protect your data in accordance with our Data Protection and Security Policy e.g. we will limit access to information to only those users who have a requirement to see it and we will implement strong password protection.

We will only retain your personal information for a maximum of two years. We will then dispose of your information in a secure manner. Where we process your personal information for archiving, research or statistical purposes we will keep it for as long as necessary to fulfil those purposes.

### **Your data protection rights**

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information. Please contact us via email ([marketing@ae-sop.org](mailto:marketing@ae-sop.org)) or write to Aesop, Wittas House, Two Rivers, Station Lane, Witney, Oxfordshire OX28 4BH.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain

circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us by email ([marketing@ae-sop.org](mailto:marketing@ae-sop.org)) or write to Aesop, Wittas House, Two Rivers, Station Lane, Witney, Oxfordshire OX28 4BH.

## **Data & Cookies Policy**

Our full data and cookies policies can be found linked to in the footers on each of our websites.

### **Access to your information and correcting it**

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of this or wish to correct or remove information you think is inaccurate, please contact us via email ([marketing@ae-sop.org](mailto:marketing@ae-sop.org)) or write to Aesop, Wittas House, Two Rivers, Station Lane, Witney, Oxfordshire OX28 4BH.

### **How to complain**

If you have any concerns about our use of your personal information, you can make a complaint to us. ([marketing@ae-sop.org](mailto:marketing@ae-sop.org)) or write to Aesop, Wittas House, Two Rivers, Station Lane, Witney, Oxfordshire OX28 4BH.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:  
Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>

### **Other websites**

Our website contains links to other websites. This privacy policy only applies to this website so when you link to other websites you should read their own privacy policies.

### **Changes to this policy**

We keep our privacy policy under regular review and we will place any updates on this web page. This privacy policy was last updated on May 2023.