



Privacy Notice

Wonder Fools (Scottish Charity number SC047673) are committed to protecting your privacy.

This privacy notice provides information about the different types of personal information that we collect and the ways in which we use personal information. If you have any questions please contact us using the contact details included at Clause 12.

1) Who we are:

Wonder Fools are a theatre company based in Glasgow who operate nationally.

2) When do we collect personal information about you?

We may hold information relating to you from a number of sources and will collect personal information about you:

- When you give it to us directly. For example, personal information that you submit through our websites (www.wonderfools.org/ www.positivestories.scot/ www.549.scot/) by contacting us, signing up to our programmes or joining our mailing list.
- When it is publicly available. Your personal information may be available to us from external publicly available sources. This may include information available through reputable media articles, publications and professional networking sites such as LinkedIn. Depending on your privacy settings for social media services, we may access information from those accounts or services, such as Facebook, Instagram, YouTube or Twitter.
- When you visit our website. Wonder Fools' website uses cookies and other tracking technologies to improve your experience of the website – this can involve collecting personal information. What personal information do we use?

We may collect, store and otherwise process the following types of personal information depending on how you interact with us:

- Your name and contact details, including email address, postal address, telephone number and social media identity;
- Information about your role in your organisation and groups that you work with;
- Any payments you make to us, for example when making a purchase through our online events or making a donation;
- Your communication preferences;
- Information about your computer/ mobile device and your visits to and use of this website, including, for example, your IP address and geographical location;
- Information around your career if you are applying for a job with Wonder Fools;

- Any other personal information which you choose to share with us e.g. through voluntary surveys.

3) Special categories of data:

Data protection law recognises certain categories of personal information as sensitive and therefore requiring more protection. These categories of data include information about your health, ethnicity, and political opinions.

In certain situations, Wonder Fools may collect and/or use special categories of data. For example, you may voluntarily provide us with information on your ethnicity, sexual orientation and any disabilities that you have when you apply for job with us or are taking part in a project. We use this information as part of our commitment to ensure equality of opportunity or treatment.

We will only process these special categories of data if there is a valid reason for doing so and where the law allows us to do so. For instance, to monitor equality of opportunity or treatment or where we have obtained your explicit consent to use such data.

4) How we use your personal information:

Wonder Fools may use your personal information:

- to provide you with information about our activities that you have requested e.g. if you have requested to receive newsletters from us; and only where you have provided your consent to receive such information;
- to process your payments (for instance made through PayPal on our website);
- to deliver any purchases which you have made via our website;
- to answer your questions or requests, and communicate with you in general;
- to process any job applications that you have sent us;
- to book your place for events you have signed up to via our website (we use Eventbrite, Ticket Tailor and Google Forms to do this);
- to analyse, evaluate and improve our work, programmes, services, activities or information (including our website);
- to audit/administer our accounts;
- to protect Wonder Fools, our staff or other persons;
- for the prevention of fraud or misuse of services; and
- for the establishment, defence or enforcement of legal claims

5) Lawful processing:

We are required to rely on one or more lawful grounds to collect and use the personal information that we have outlined above. We consider the grounds listed below to be relevant:

- Consent. Where you have provided your consent for our use of your personal information in a certain way, for example, where we ask for your consent to send you newsletters via our mailing list.
- Legal obligation. Where the processing of your personal information is necessary for us to comply with a legal obligation to which we are subject, for example where we have to share your personal information with government authorities in certain circumstances.

- Contractual relationship. Where it is necessary for us to process your personal information in order to perform a contract to which you are a party (or to take steps at your request prior to entering a contract), for example, we might do this where you enter into an employment agreement with us, or where you book a place at an event using our website.
- Legitimate interests. Where applicable law allows us to collect and use personal information for our legitimate interests, and the use of your personal information is fair, balanced and does not unduly impact your rights. We may rely on this ground to process your personal information when we believe that it is more practical or appropriate than asking for your consent. For instance, we rely on the legitimate interest ground to process your personal information in order to protect the security of our networks e.g. when we receive external emails we will scan such emails for any threats.

6) Do we share your personal information?

Except where set out in this privacy notice, Wonder Fools will not sell, rent or lease your personal information to others. We do not share your personal information with third parties for marketing purposes.

We may disclose your personal information to selected third party processors (such as agents or sub-contractors) for the purposes outlined at clause 4. The third party in question will be required to use any personal information they receive in accordance with our instructions.

We reserve the right to disclose your personal information to third parties:

- in the event that we buy or sell any business or assets, in which case we will disclose your personal information to the prospective buyer or seller of such business or assets;
- if substantially all of our assets are acquired by a third party, personal information held by us may be one of the transferred assets
- for auditing purposes e.g. finance audits where we employ chartered accountants;
- who are our professional advisors (e.g. lawyers) for the purposes of legal advice;
- if we are under any legal or regulatory obligation to do so; and
- in connection with any legal proceedings or prospective legal proceedings, in order to establish, exercise or defend our legal rights.

7) Securing your personal information:

Wonder Fools will take reasonable technical and organisational precautions to prevent the loss, misuse or alteration of your personal information. We restrict access to those who have a need to know and we train staff in handling personal information securely.

8) How we keep your personal information for:

Unless still required in connection with the purpose for which it was collected and/or processed, we will generally remove your personal information from our records six years after the date that it was collected. However, before this date: (i) if your personal information is no longer required in connection with such purpose(s); (ii) we are no

longer lawfully entitled to process it; or (iii) you validly exercise the right of erasure under clause 10, we will remove it from our records.

9) Your rights and preferences:

Wonder Fools may contact you by telephone, email, text, social media or other electronic means depending on the communication preferences you have previously indicated.

Where we rely on your consent to use your personal information, you have the right to withdraw your consent.

When we use your personal information you have the right to:

- Ask us for confirmation of what personal information we hold about you, and to request access to a copy of that information. If we are satisfied that you have a right to see this personal information, and we are able to confirm your identity, we will provide you with this personal information.
- Request that we erase the personal information we hold about you, as far as we are legally required to do so.
- Ask that we correct any personal information that we hold about you which you believe to be inaccurate.
- Object to the processing of your personal information where we: (i) process on the basis of the legitimate interests ground; (ii) use the personal information for direct marketing; or (iii) use the personal information for statistical purposes.
- Ask for the provision of your personal information in a machine-readable format (right to data portability) to either yourself or a third party, provided that the personal information in question has been provided to us by you, and is being processed by us: (i) in reliance on your consent; or (ii) because it is necessary for the performance of a contract to which you are a party; and in either instance, we are processing it using automated means.
- Ask for processing of your personal information to be restricted if there is disagreement about its accuracy or legitimate usage.

If you decide you do not want to receive any further emails from Wonder Fools, please tell us and we will remove you from the mailing list. At any point you can request to unsubscribe from Wonder Fools' mailing by contacting us using the details listed at clause 12.

Please note that where you ask us to delete your personal information we will maintain a skeleton record comprising your name and contact details to ensure that we do not inadvertently contact you in the future. We may also need to retain some financial records for statutory purposes.

Please note that you also have the right to lodge a complaint with the Information Commissioner's Office at www.ico.org.uk/concerns.

10) Other websites:

Wonder Fools is not responsible for the privacy practices or the content of websites that we provide links to from our website (aside from those mentioned in clause 2 that are owned by Wonder Fools). Please review the privacy notices of such websites.

11) Updating this privacy notice:

Wonder Fools may update this privacy notice by posting a new version on this website. If we update this privacy notice in a way that significantly changes how we use your personal information, we will bring these changes to your attention. Otherwise, we recommend that you periodically review this privacy notice to be aware of any other revisions.

12) How to contact us

Wonder Fools' Data Protection Contact is responsible for monitoring compliance with relevant legislation in relation to personal information. You can also contact the Data Protection Contact if you have any questions about this privacy notice or our treatment of your personal information:

contact@wonderfools.org

3/1
13 Cumming Drive
Glasgow
G42 9AE