



Privacy Statement

Organisation Name: The Young Women's Film Academy

Charitable Status: Charitable Incorporated Organisation (CIO)

Charity Number: 1179614

Location: Newcastle, North East of England

Contact Information: info@youngwomensfilmacademy.co.uk

Studio 12, Newcastle Arts Centre, 67 Westgate Road, Newcastle upon Tyne NE115G

Website: <https://youngwomensfilmacademy.co.uk/>

Privacy Policy

At the Young Women's Film Academy (YWFA), we are dedicated to protecting the privacy and personal information of our participants, supporters, and partners. We understand the importance of maintaining the trust and confidentiality of your data, and we are committed to keeping your personal information safe and meeting its responsibilities under privacy law and the General Data Protection Regulation (GDPR), the Data Protection Act 2018.

This privacy policy outlines how we collect, use, and protect your personal information when you interact with our programs, events, and services. We will never sell, rent, or share your personal information with any third parties for their purposes.

If you have any questions or concerns regarding our privacy practices, please do not hesitate to contact our team.

Changes to This Policy

YWFA reserves the right to update or modify this privacy policy at any time. We will inform you of any significant changes or updates through appropriate channels, such as email notifications, updates on our website, or other means of communication.

Your Personal Information and Data Privacy

As stated earlier, the Young Women's Film Academy (YWFA) respects and values the privacy of your personal data. If you have any further questions, concerns, or inquiries regarding our privacy practices, please do not hesitate to contact us.

We will share any updates, changes, or notifications regarding your personal information or data privacy with you through the appropriate channels.

Thank you for your understanding and cooperation.

What Information We Collect

As a charitable organisation dedicated to empowering young women through film and media programs, the Young Women's Film Academy (YWFA) may need to collect personal information from our participants, parents/guardians, staff, volunteers, and other individuals involved in our activities. In this context, personal information refers to any identifiable details about an individual, such as names, contact information, ages, and relevant personal circumstances. We do not collect or retain any personal data beyond what is necessary to effectively deliver our programs and services.

Types of Personal Data Collected

We may collect the following types of personal information:

Participants (Young Women) & Guardians

- Names
- Contact information (email, phone number)
- Date of birth
- Demographic information (if relevant to programs)
- Parental/guardian consent (for participants under 16)
- Emergency contact details
- Relevant medical history, allergies, or dietary requirements
- Media consent (for photographs, videos, etc.)
- Access or accommodation requirements
- Feedback and evaluation responses

Staff & Volunteers

- Names

- Contact information (address, email, phone)
- Date of birth
- Proof of identity (for background checks)
- HR information (tax, national insurance, pension)
- Bank details
- Qualifications and training records

How We Use Your Information

We use the personal information we collect to:

Participants & Guardians:

- To register for and administer programmes/activities
- To ensure safety and wellbeing during participation
- To obtain necessary consents
- To evaluate and improve our services and activities
- To showcase participant experiences/achievements

Staff & Volunteers:

- To establish employment/volunteer relationships
- To meet legal/compliance requirements
- For effective operational management
- To understand and support our team's experiences

In all cases, we only collect data that is necessary and relevant for the stated purposes. We make it clear that providing any additional information beyond basic identification and contact details is optional for participants.

Children's Privacy

The Young Women's Film Academy is committed to protecting the privacy of children. For participants under the age of 16, we require verifiable parental or legal guardian consent before collecting, processing, or using any personal information.

Our practices regarding children's data include:

- Obtaining explicit consent from parents/guardians for the collection and use of a child's personal data.
- Providing parents/guardians with access to review their child's personal information and the ability to request updates or deletion.
- Limiting the collection and use of children's data to only what is necessary for participation in our programs and activities.
- Ensuring that children cannot directly provide personal information through our website or services without parental consent.

- Providing age-appropriate privacy notices and materials to help children understand our data practices.

We encourage parents and legal guardians to actively monitor their children's internet usage and online activities. We also recommend discussing online privacy and safety measures with children.

Collection Methods

We collect, process, and use personal information about you whenever you interact with the Young Women's Film Academy. This may include your name, contact details (address, email, phone number), date of birth, and any other information you provide to us. We may also collect some information automatically, such as your IP address, when you visit our website. For example, when you register for our programs or events, submit an inquiry or application, sign up for our newsletters, or otherwise share personal data with us.

- **Website Analytics:** We use Google Analytics to collect anonymised information about visitor interactions on our website, such as browser types and page views. This data is used to improve our website experience and does not identify individual users.
- **Online Forms:** We utilise secure online forms on our WordPress website for initial participant registrations and program sign-ups. Form data is encrypted and stored in our secure website database.
- **Website Database:** Participant data is securely stored in an encrypted database connected to our WordPress website. Access is restricted to authorised personnel only through strong password policies.
- **Online Surveys (Google Forms):** Survey responses are collected through Google's platform and stored in restricted Google Drive folders.
- **In-Person Forms:** Any paper forms used are immediately digitised and uploaded to our secure website database. Physical copies are temporarily stored in locked cabinets before secure shredding.

Data is never stored on personal devices, and access levels are strictly controlled based on staff roles. We regularly review and update security practices, including:

- Use of strong, frequently changed passwords
- Encryption of data transfers and cloud storage
- Detailed privacy notices outlining data handling procedures
- Compliance with data protection regulations for any third-party processors
- Prompt and secure disposal of physical data is no longer required

Our security measures ensure data privacy and restricted access at all stages of collection and storage

How We Use Your Information

We collect personal data for several key purposes, all aimed at delivering our services and maintaining responsible data practices:

We use the personal information we collect to:

- Program management includes planning, organising, and managing sessions, workshops, and events. We maintain participant information, schedule activities, and allocate resources to meet individual needs.
- We use your information to send newsletters, updates, and relevant program information. This keeps participants, parents/guardians, and staff informed about activities, events, and opportunities.
- We collect contact information to secure parental/guardian consent for program participation and communication.
- We conduct surveys and evaluations to assess program effectiveness and identify areas for improvement.
- We collect and manage data in accordance with GDPR and other data protection laws. This includes implementing proper data handling procedures, safeguarding privacy, and maintaining transparency about data usage.

We will only use your personal information for the purposes we collected it for or where you have consented. We do not sell or rent personal information.

Sharing Your Information

At the Young Women's Film Academy, we understand the importance of safeguarding your personal information. While we strive to limit data sharing as much as possible, there may be certain circumstances where we need to share your data with trusted third parties to support our operations and fulfill our mission effectively.

Operational Partners and Service Providers

We may share your personal information with third-party partners and service providers who are essential to delivering our programs, services, and activities. These may include:

- Event platforms like Eventbrite, which we use to manage event registrations and ticketing.
- Communication and marketing tools, such as email service providers and newsletter platforms e.g. Mailchimp to facilitate communication with participants, supporters, and our community.
- Cloud storage and collaboration providers, where we securely store and manage data necessary for our operations.

In such cases, we have data processing agreements and contractual safeguards in place to ensure that these third parties adhere to strict data protection standards and maintain the privacy and security of your information.

We may also share your personal information if required by law, such as in response to a court order, legal summons, or other valid legal processes. Additionally, we may disclose your data if necessary to protect our legal rights, intellectual property, or the safety of our staff, volunteers, participants, or others.

YWFA does not sell, rent, or share personal information with other organisations for marketing purposes. We respect your privacy and will never disclose your data to third parties for their own marketing or commercial interests without your explicit consent.

Data Security

We have implemented reasonable technical, administrative, and physical security measures to protect personal information from loss, misuse, unauthorised access or disclosure.

- We use secure cloud storage platforms (e.g. Dropbox Business/Google Workspace) to store and manage data. These platforms offer strong security features like data encryption, secure access controls, and compliance with data protection regulations.
- We implement a strict system of access controls to restrict access to personal data. This includes multi-factor authentication for logging into sensitive systems and role-based access control to ensure users only access data needed for their job function.
- We follow the principle of data minimisation, collecting, storing, and processing only the data necessary for our operations.
- We are committed to a culture of data security. We provide regular training for staff and volunteers on data protection best practices and conduct ongoing awareness campaigns to keep everyone informed about potential security threats.
- **Incident Response Plan:** We have a comprehensive incident response plan in place to address potential data breaches or security incidents. This plan includes steps for identifying, containing, and recovering from security threats, as well as notifying affected individuals and relevant authorities in accordance with data protection regulations.

Data Retention

We will retain your personal information only as long as necessary for the purposes it was collected and in accordance with legal requirements.

Participants' personal data is retained for as long as necessary to fulfill the purposes for which it was collected. This includes data needed for ongoing program management, historical records of participation, and compliance with legal and regulatory requirements.

Typically, data is kept for the duration of a participant's involvement with The Young Women's Film Academy and for a reasonable period thereafter to manage any follow-up activities, reporting, or alumni engagement. We periodically review the data we hold to ensure it is still necessary for the purposes for which it was collected. Data that is no longer needed is securely deleted or anonymised.

Communication/Marketing

Personal data used for communication purposes, such as email addresses for newsletters and updates, is retained until the user opts out or withdraws consent.

Users can unsubscribe from our communications at any time using the unsubscribe link provided in our emails or by contacting us directly. Once a user opts out, their contact information is promptly removed from our active mailing lists.

Legal and Regulatory Compliance

In some cases, we are required to retain certain data for a specified period to comply with legal and regulatory obligations. This may include financial records, consent forms, and other documentation necessary for audits and reporting.

Data retained for compliance purposes is securely stored and protected to prevent unauthorised access and breaches.

Opting Out & Consent Withdrawal

Users can opt out of receiving newsletters, updates, and other communications from The Young Women's Film Academy at any time. Each email we send includes an unsubscribe link that users can click to opt out. For users who have provided consent for specific data processing activities, they can withdraw their consent at any time. This will not affect the lawfulness of processing based on consent before its withdrawal.

Your Rights

The Young Women's Film Academy respects your control over your personal data. Here's how you can exercise your rights:

You have the right to access your personal data and request corrections if any information is inaccurate or outdated. Contact our data protection officer to submit a request.

Under certain circumstances, you can request deletion of your personal data. This may apply when the data is no longer needed, you withdraw consent, or believe it's processed unlawfully. We will assess such requests and respond promptly if deletion is appropriate. Contact our data protection officer to request deletion.

Opt-out/consent management - You can unsubscribe from our communications at any time using the unsubscribe link in our emails. Additionally, if you have provided consent for specific data processing activities, you can withdraw your consent at any time.

Cookies and Tracking

Our website uses cookies to improve your browsing experience and gather website usage data.

- **Essential and Performance Cookies:** These cookies are necessary for the website to function properly and to improve performance. We use them to enable core functionalities like security, website navigation, and remembering your preferences.
- **Functionality Cookies:** These cookies allow us to personalise your experience by remembering choices you make, such as language or region. They may also be used to provide specific services you request, such as watching a video.
- **Targeting/Advertising Cookies:** We **do not** use these cookies on our website. If so please confirm the types of cookies used on your website and their purposes if applicable.

Our website is built on the WordPress platform, which includes various security features to protect user data and ensure the safe handling of cookies and other tracking technologies:

1. **Regular Updates:** WordPress regularly releases security updates to address vulnerabilities and improve the platform's security.
2. **Secure Hosting:** Our website is hosted on a secure server with SSL/TLS encryption to protect data transmissions.
3. **Access Controls:** Access to the WordPress admin area is restricted to authorised YWFA personnel only, using strong passwords and multi-factor authentication.

Managing Your Cookie Preferences

We respect your control over your data. Upon visiting our website, you will see a cookie consent banner allowing you to choose which types of cookies you accept. You can also manage your cookie settings at any time by accessing the link on our website. This allows you to disable certain types of cookies and delete any existing cookies stored on your device.

Our website may include embedded content or links to third-party websites, which may use their own cookies or tracking technologies. We recommend reviewing the privacy policies of those third parties for more information on their data practices.

If you have any questions or concerns about our use of cookies or tracking technologies, please contact our data protection officer at ceo@youngwomensfilmacademy.co.uk

Updates to this Policy

We may update this Privacy Policy periodically to reflect changes in our data practices, legal obligations, or the development of new features and services. Any updates will be posted on our website, and users will be notified through appropriate channels.

We will always provide the effective date of the latest version of the Privacy Policy. We encourage users to review this policy regularly to stay informed about our data handling practices.

Significant changes that may impact the privacy or processing of personal data will be clearly communicated in advance, with an opportunity for users to review the updates before they take effect.

If any proposed revisions substantially change our data practices in a manner that expands the scope of sharing or use of personal data beyond its original purpose, we will obtain explicit consent from users before implementing such changes.

By continuing to engage with our services and website after policy updates, users are acknowledging their acceptance of the revised Privacy Policy.

Contact Information for Privacy Concerns

If you have any questions or concerns about our privacy practices, please contact our designated privacy officer: Clara Shield, Chief Executive Officer

E: ceo@youngwomensfilmacademy.co.uk

T: 07941077084