African Theatre Association (AfTA)

PRIVACY POLICY

1. Our Privacy Pledge
   - We store your personal data safely.
   - We won't share your details with anyone else.
   - You can change your preferences or opt out from communications at any time.
   - If you have any questions, comments or want to change your mailing or contact preferences, contact: secretary@africantheatreassociation.org

2. About Us
   The African Theatre Association (AfTA) is an international non-profit society open to scholars and practitioners of African performance and theatre. Its primary aim, through its annual conferences, is to be a forum for the exploration of African performance and theatre processes. AfTA serves as a bridge between African theatre practices and scholarship in Africa and the African Diaspora, by bringing academics and theatre-makers together. The Association initiates and leads discussions on African performance theory and practice. Our correspondence address is: c/o Department of Theatre and Performance, Goldsmiths, University of London, New Cross, London SE14 6NW, United Kingdom. For the purposes of this Policy, 'us', 'we' and 'our' refers to the AfTA.

3. HOW WE COLLECT PERSONAL INFORMATION FROM YOU
   Personal information is collected directly from you when you interact with AfTA. Information may be collected in person, over the phone, through our website, social media, email or from something you've posted to us. For example, when you:
   - Register for membership
   - Make a donation or payment
   - Send or receive an email from us
   - Make an enquiry
   - Visit our website
   - Apply for a role at AfTA
   - Take part in a conference or event
   - Volunteer for AfTA
   - Sign up to our mailing list or newsletter

4. WHAT INFORMATION WE COLLECT ABOUT YOU
   The information we collect will typically include the following:
   - Your name
- Your title
- Institutional affiliation
- Postal address
- Email address
- Phone number

If you register for membership, conference or make a payment/donation, we may collect:
- Bank details
- Credit card details

If you interact with us online, we collect:
- non-personal data such as IP addresses
- details of pages visited
- details of files downloaded.

Website usage information is collected using cookies. We collect information from third parties such as event organisers (e.g. conference hosts) or payment and registration sites like PayPal and Eventbrite, when you have agreed to join or support AfTA and have given your consent. You may wish to check third party privacy policies to find out more information on how they will process your data.

If you participate in a conference or event that we have organised, we may ask you to provide information to make sure we can manage the event safely and efficiently. We may also ask you for details of any accessibility needs you may have, so that we ensure our conferences and events are inclusive, in line with the provisions of the Equality Act 2010.

5. **HOW WE MIGHT USE YOUR INFORMATION**

We may use the personal data we collect to:
- Keep you up-to-date on news and events related to African theatre and performance.
- Ask for financial and non-financial support, such as volunteering.
- Process your membership payments or donations, or to support your fundraising for us.
- Provide information or resources, such as newsletters or journals, you have requested.
- Provide a personalised service, such as customised website content or personalised emails.
- Keep records of your relationship with us e.g. feedback you have given or complaints you have made.
- Classify members and conference delegates by location, for example country of residence.
- Conduct market research to aid our understanding of our members and their views, so we can provide a better service.
6. **BASIS OF PROCESSING YOUR DATA**

6.1. **Consent**
If you are a new member or subscriber, on or after 25 May 2018, we will process your personal data on the basis of the consent you provide us with. You are free to change your contact preferences at any time by contacting us by post or email, as shown in Section 14: 'Your choices and telling us when things change' below.

6.2. **Contract Performance**
If you complete an order or payment we will send you an email receipt to acknowledge your payment.

6.3. **Legitimate Interest**
- If you are an existing member, as at 25 May 2018, and have requested emails, we will continue to send emails to you. GDPR calls this legitimate interest.
- We may also contact you by email, post or telephone where we have a legitimate interest to do so - for example, to follow up an enquiry you have made. We may continue to send you information about the work your membership is making possible or other ways to get involved with AfTA.
- Where you have previously asked us not to contact you in any way, we will continue to respect your contact preferences.
- You can amend your preferences at any time by contacting us by via post or email as shown in Section 14: 'Your choices and telling us when things change' below.
- We may also share details of the other AfTA initiatives and resources that we think might be of interest to you.

7. **HOW AND WHERE WE STORE YOUR INFORMATION**
We will keep your personal information only for as long as we consider it necessary to carry out each activity. We take account of legal obligations and accounting and tax considerations as well as considering what would be reasonable for the activity concerned. For example, we will retain details of payments/donations to meet tax and accounting requirements, but we will only hold accessibility information provided to participate in an event until the event is completed.

If you would like to find out about our Data Retention Policy, please contact us in writing at:
Data Protection Officer
African Theatre Association
C/o Department of Theatre and Performance
Goldsmiths, University of London,
New Cross, London SE14 6NW
United Kingdom
Email: secretary@africantheatreassociation.org

8. **SECURITY**
We ensure that we have appropriate technical controls in place to protect any personal data you provide. Despite all our efforts, the internet cannot be guaranteed
to be 100 per cent secure, and there is always a risk when you submit data. Nevertheless, we have done all we can to protect your data in full compliance with best practice.

We ensure that access to personal data is restricted only to those members or volunteers whose roles require such access and that suitable training is provided for these members and volunteers.

We may make limited use from time to time of trusted external companies to collect or process personal data on our behalf, such as fulfilling your requests or processing payments/donations. When we do use external companies, we remain responsible for the storing and processing of your personal data.

9. WHERE WE STORE YOUR PERSONAL INFORMATION
The data we process and store is within the European Economic Area (EEA). It may be that some of our third parties use cloud-based storage; however, we take steps to make sure they provide an adequate level of protection in accordance with UK data protection law and European data protection regulations. We take all reasonable steps to ensure that your data is stored and processed securely in accordance with this policy. By submitting your personal data you agree to this transfer, storing and processing of your information.

10. WHEN WE SHARE YOUR INFORMATION
We do not share or swap your information with any other charities or organisations for the purposes of their marketing - as this would conflict with our core values and desire to treat our members and supporters with respect.

11. Legal Duty
We may need to pass on information if required by law or by a regulatory body. For example, a Gift Aid audit by the HMRC, or if asked for details by a law enforcement agency.

12. Our service providers and third parties
From time to time we may commission an individual or company to carry out tasks on our behalf, such as fulfilling your requests, managing conferences and events, supporting our systems, or processing payments/donations. These individuals or companies are bound by contract to protect your data and we remain responsible for their actions.

We may provide third parties with general information about users of our site, but this information is both aggregated and anonymous. However, we may use IP address information to identify a user if we feel that there are or may be safety and/or security issues or to comply with legal requirements.

13. COOKIES
13.1 What are cookies?
We collect data using cookies. A cookie is a text file that is sent from our website as soon as you visit the site. It is stored on your computer's hard drive and helps us to identify your computer (not you) and collects information in an aggregate, anonymous way.

We collect cookies:
- To enable users to complete actions on our website without creating an account
- For account registration and logging in

**How do we use cookies?**
Cookies may be used to collect information about your visit to our website, such as:
- traffic data
- location data
- device information
- the date and time of your visit
- the pages that you visit

We may use this information to:
- customise the content on our website and help to understand visitors' current and future needs
- process any requests, applications or transactions you may make
- aid internal administration and analysis

You can [find out more about cookies at Cookiepedia](https://cookiedata.co.uk) and at [aboutcookies.org.uk](https://aboutcookies.org.uk).

**Managing Cookies**
Most browsers allow you to turn off the cookie function. To do this you can look at the help function on your browser or visit [aboutcookies.org.uk](https://aboutcookies.org.uk).

To experience the AfTA website to the full, we recommend that you leave cookies turned on. If you turn off cookies then you may not be able to enter parts of the site.

**Third Party Cookies**
AfTA may work with a number of third parties who set cookies on our website to enable them to provide us with services. These are mainly used for reporting and marketing purposes, so we can improve the way we communicate.

We use websites such as YouTube to embed videos and you may be sent cookies from these websites. We do not control the setting of these cookies, so we suggest you check the third-party website for more information about their cookies and how to manage them.

AfTA uses third party suppliers such as Facebook, Eventbrite, Mail Chimp, Google Analytics, and these providers may use cookies. They may also use tracking pixels, which are commonly found in advertising to track the effectiveness of adverts.
As some of these services may be based outside of the UK and the European Union, they may not fall under the jurisdiction of UK courts. If you are concerned about this you can change your cookie settings and can find more information about this here.

14. YOUR CHOICES AND TELLING US WHEN THINGS CHANGE

14.1 Preferences
You can change your preferences on which communications you receive from us, including newsletters, news, membership and conference information, or how we contact you, by mail, phone or email, at any time.

You can do so by:
Emailing us on: secretary@africantheatreassociation.org

Write to us at:
African Theatre Association
C/o Department of Theatre and Performance
Goldsmiths, University of London,
New Cross, London SE14 6NW
United Kingdom

14.2 Updating your details
We want to communicate with you effectively. It's much easier if your details are up to date, so we really appreciate it if you let us know when your details change. You can do so in the same way as updating your preferences.

15. YOUR INFORMATION - YOUR RIGHTS
For any of the following areas, please contact the Data Protection Officer:
African Theatre Association
C/o Department of Theatre and Performance
Goldsmiths, University of London,
New Cross, London SE14 6NW
United Kingdom
secretary@africantheatreassociation.org

15.1 Telling us to stop processing
You have the right to ask us to stop using your personal information for any purpose where there is no legal requirement for continued processing.

15.2 How to ask us to amend or delete your information
If your information is out of date, or if there is no longer justification for us to hold it, you can ask for it to be updated or removed by contacting the Data Protection Officer in writing.

15.3 How to request your information
You can ask for a copy of any personal information that you have provided to us in the past. We will provide it in a clear and easy to follow format.
15.4 CHANGES TO THIS POLICY
We may amend this policy from time to time to take account of changes to our processes or changes to data protection or other associated legislation. If we make any significant changes to this policy we will show this clearly on our website, and/or by contacting you directly.

APPROVED by the AfTA Executive Board on 7th July 2018.

AMENDMENTS: