



Data Protection & Privacy Policy

1. Purpose

Gags for Good CIC is committed to protecting the privacy and personal data of everyone we work with — including participants, volunteers, audiences, staff, and partners. This policy explains how we collect, use, store, and protect personal information in line with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

2. Who We Are

Gags for Good CIC

Registered in England and Wales

Company Number: **16852595**

Registered Address: 36 Bishopscourt Road, Sheffield, S8 9HP

Contact Email: hello@gagsforgood.org

We are a Community Interest Company using comedy to build confidence, wellbeing, and connection.

3. Our Data Protection Principles

We follow the six core principles of UK GDPR. Personal data must be:

1. Used lawfully, fairly, and transparently.
 2. Collected for clear and specific purposes.
 3. Relevant and limited to what is necessary.
 4. Accurate and kept up to date.
 5. Stored securely and kept only as long as necessary.
 6. Handled in a way that ensures appropriate security.
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4. What Data We Collect

Depending on your relationship with us, we may collect:

- **Contact details** (name, email, phone number, address).
- **Demographic information** (age, gender, access needs, etc.) for equality monitoring.
- **Workshop or event participation data** (attendance, feedback, evaluation responses).
- **Payment details** (if you buy tickets or pay for workshops).
- **Photographs or videos** (only with your explicit consent).
- **Volunteer or staff information** (including DBS details where required).

We only collect what we genuinely need to deliver our services or meet legal obligations.

5. How We Use Your Data

We may use your information to:

- Communicate with you about workshops, gigs, or events.
- Manage participation and ensure access needs are met.
- Evaluate and report on the impact of our community work.
- Process payments, reimbursements, or donations.
- Comply with legal or funding requirements.
- Share anonymised impact data with partners or funders.

We will never sell or share your personal information with third parties for marketing purposes.

6. Lawful Basis for Processing

We process personal data under one or more of the following lawful bases:

- **Consent:** when you give clear permission for us to use your information.
 - **Contract:** when processing is necessary to deliver a service you've requested.
 - **Legal obligation:** where we must comply with UK law or grant conditions.
 - **Legitimate interests:** when we have a clear and proportionate reason to use data in ways people would reasonably expect (e.g. contacting workshop participants).
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7. How We Store and Protect Your Data

- Data is stored securely on password-protected computers and cloud systems.
 - Paper records (if used) are kept in locked storage and destroyed when no longer needed.
 - Access is restricted to authorised staff and directors only.
 - We use encrypted and reputable online platforms for communication and file sharing.
 - Data is retained only for as long as necessary and then securely deleted or anonymised.
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8. Your Rights

Under UK GDPR, you have the right to:

- Access your personal data.
- Request correction or deletion.
- Withdraw consent at any time.
- Object to processing or request restriction.
- Request a copy of the information we hold.

To exercise these rights, contact us at **[insert contact email]**.

If you're unhappy with how your data has been handled, you can contact the **Information Commissioner's Office (ICO)** at www.ico.org.uk.

9. Photographs & Media

We will always ask for explicit consent before using identifiable photos, videos, or testimonials in publicity or marketing materials. You can withdraw consent at any time.

10. Data Sharing

We may share data only when necessary:

- With trusted service providers who help us deliver our work (e.g. Eventbrite, email platforms).
- With funders or partners — only in anonymised or aggregated form, unless consent is given.
- With authorities where legally required (e.g. safeguarding concerns).

All third parties are required to comply with data protection law.

11. Review

This policy will be reviewed annually and updated as needed to comply with any new data protection legislation or guidance.

Approved by the Board of Directors:

Date: 13/11/2025



Signed:

(Chair/Director)

Review Date: 13/11/2026