



POLICY:

Data Protection and Privacy Policy



**BRAZILIAN
CULTURAL
CENTRE**

midlands - united kingdom

Policy Owner: Simone Dias
Policy approved by: The Board
Date Policy approved: Oct 2023
Next review Date: Oct 2026

1. Introduction

The Brazilian Cultural Centre (BCC) is committed to protecting and being transparent about what information we hold about the individuals who interact with our organization. This Data Protection and Privacy Policy outlines our practices for collecting, using, storing, and safeguarding personal information in accordance with applicable data protection laws, including the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

This policy applies to all personal data collected and processed by the BCC in connection with its activities and services, including but not limited to website visitors, event attendees, members, volunteers, and employees.

2. Who we are.

The Brazilian Cultural Centre is a Community Interest Company (CIC) incorporated on Companies House on 2019 located on Unit 18, Sneinton Market, Nottingham, England, NG1 1DU.

3. Data Collection

3.1. Types of Data Collected

We may collect the following types of personal data, depending on the nature of your interaction with us:

Name, address, and contact information (email, phone, etc.).

Photographs and videos (for event documentation and promotional purposes).

Payment information for classes, workshops, ticket purchases or donations (credit card details are not stored).

Information related to your participation in BCC events, programs, and services.

3.2. Legal Basis for Data Processing

We will only collect and process personal data when we have a legitimate basis to do so, including:

- The data subject has given their explicit consent.
- Processing is necessary for the performance of a contract.
- Processing is required to comply with a legal obligation.
- Processing is necessary for the legitimate interests pursued by the BCC.

We have implemented appropriate technical and organizational measures to protect personal data from unauthorized access, disclosure, alteration, and destruction. We regularly review and update our security practices to maintain data integrity.

4. Data Usage

The BCC may use personal data for the following purposes:

- Providing information about our events, programs, and services.
- Managing event registrations and attendance.
- Processing payments for classes, workshops, tickets, or donations.
- Communicating with members, volunteers, and stakeholders.
- Sending newsletters and promotional materials (with your consent).
- Monitoring and improving our website and services.
- Complying with legal obligations.

5. Data Sharing

The BCC may share personal data with third parties, including:

- Service providers assisting in the organization of events and programs.
- Legal and regulatory authorities as required by law.
- Partners or sponsors for event-related purposes (only with your consent).

6. Data Security

We have implemented appropriate technical and organizational measures to protect personal data from unauthorized access, disclosure, alteration, and destruction. We regularly review and update our security practices to maintain data integrity.

7. Data Retention

We will retain personal data only for as long as necessary to fulfil the purposes for which it was collected. This period may vary depending on the nature of the data and legal requirements.

8. Data Subject Rights

You have the following rights regarding your personal data:

- The right to access and obtain a copy of your data.
- The right to rectify inaccuracies in your data.
- The right to request erasure of your data (subject to legal obligations).
- The right to restrict or object to the processing of your data.
- The right to withdraw consent where processing is based on consent.

9. Contact Information

If you have any questions or concerns about our Data Protection and Privacy Policy or wish to exercise your data protection rights, please contact us at: Brazilian Cultural Centre Nottingham (BCC) Unit 18, Sneinton Market, Nottingham, England, NG1 1DU. Email: [Insert Email] Phone: [Insert Phone Number]

10. Changes to the Policy

The BCC reserves the right to update this Data Protection and Privacy Policy to reflect changes in legal requirements or our data handling practices. We encourage you to review this policy periodically for updates.

By interacting with the BCC or using our services, you consent to the practices described in this policy.