



PRIVACY AND COOKIE POLICY

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Contents

About Second Wave.....	3
Second Wave’s Privacy Notice & Cookie Policy (Website Use).....	3
Information (data) we collect from website users.....	3
How we process the information collected from website use.....	4
Information (data) we collect from internal and external guests	4
Access to Your Information, corrections and complaints.....	4
Types of cookies	4
Browsers	5



About Second Wave

Second Wave empowers young people's creativity and activism through engaging young people as performers, writers, lyricists and technicians - developing new productions and youth-led creative outreach projects in the community. We run regular workshops for young people aged 11-25 years old from our dedicated studio space in Deptford. We also organise representation at public buildings such as civic suites, MP surgeries, local authority meetings and parliamentary offices. Our staff team often accompany young people to other venues such as youth centres, youth clubs, theatres, cinemas and museums.

Second Wave's Privacy Notice & Cookie Policy (Website Use)

At Second Wave we understand how important it is to protect your privacy. This Privacy Notice is a statement of our Privacy Policy and explains how we use any personal information we collect about you when you use our website. We have a particular concern for the protection of children and young people's data and recommend that website users under the age of 16 seek guidance and permission from a responsible adult (aged 18+).

If you'd like a copy of our Privacy Policy, or if you have any questions about how we manage your data, please get in touch with our Data Protection and Privacy Officer: Phil Turner, Development Officer

By email: phil@secondwave.org.uk

By post: Second Wave Youth Arts. 1 Creek Road Deptford SE8 3BT.

Information (data) we collect from website users

In running and maintaining our website we may collect and process the following data about you:

- Information provided voluntarily by you, for example when you sign up to our mailing list or complete an online application or feedback form, which may include:
 - Name and contact information, including email address
 - Demographic information such as protected characteristics and postcode
 - Preferences and interests or other information relevant to surveys and/or projects

If you're registering interest for an event/project/activity, or making a donation, the personal information we may collect includes:

- Name and contact information including email address
- Demographic information such as protected characteristics and postcode



- Preferences and interests or other information relevant to customer surveys and/or offers

If relevant to provide a service or complete a transaction we may ask for your date of birth and other relevant information.

How we process the information collected from website use

Second Wave will never share your information with any third parties, and we will only ever email you relevant news and opportunities that you have agreed to receive.

Information (data) we collect from internal and external guests

Like many modern companies, Second Wave uses cloud solutions to collaborate with internal and external guests users on various projects. If you have received an invite from us to collaborate on online projects, then we are required to collect some data from you. This data pertains to verifying your identity for the purposes of safeguarding our members and maintain relevant confidentiality to the best of our ability. Your data, that which is shared by you, may also then appear on the joint collaboration platform (such as your name when you comment on an asset). We do not sell or pass on your data to a third party for any purposes. If you have questions about online collaboration, please email Hena on hena@secondwave.org.uk

Access to Your Information, corrections and complaints

You have the right to request a copy of the information that we hold about you. If you'd like a copy of some or all of your personal information, please email phil@secondwave.org.uk. You can also ask us to correct or remove information you think is inaccurate.

Types of cookies

There are two types of cookie you may encounter when using our website:

- **First Party Cookies:**
These are our own cookies, controlled by us and used to improve user experience. We store cookies that help us save and show your progress on the digital workbooks on our site. We only store cookie for members who have access to our digital resources through usernames and passwords. We do not collect routine cookies. Our cookies do not track you. You are never personally identifiable



through our cookies. And all cookies created by us are designed to be destroyed in 14 days from date of your last visit.

- **Third Party Cookies:**
These are cookies found in other companies' Internet tools which we are using to enhance our site, for example Instagram have their own cookies, which they manage and control. For example, to enable your use of Instagram 'Like' or 'Share' buttons, a small cookie needs to be placed on your device. We engage with Meta, Vimeo and Google who will collect your cookies.
- **Why dont you ask for my consent?**
The only cookies Second Wave stores on your browser are the ones we create after you login to a members site. Furthermore, the cookies are necessary for the members sites to function as intended and advertised to organisations seeking access. These two factors provide exemption for informed cookie consent under the UK GDPR laws. These cookies cannot be used to identify you or track you in any way.

Browsers

All Internet browsers are different, but by adjusting your browser settings you can prevent your browsing from being tracked. Here are links to the help pages on the major browsers, where you can manage your cookie settings:

- [Safari](#)
- [Google Chrome](#)
- [Mozilla Firefox](#)
- [Microsoft Edge](#)