



PERFORMERS THEATRE COMPANY

GDPR Policy 2024

Date of Policy: **16th December 2023**

Policy Responsibility: **Sam Gibbs (Principal)**

Updated or reviewed: **Annually**

At Performers Theatre Company we are committed to protecting your personal information and being transparent about what we do with it. We are committed to using your personal information in accordance with all applicable laws concerning the protection of personal information and not to do anything with your information you would not reasonably expect.

This GDPR policy explains:

- How Performers may obtain your personal information
 - What information we collect
 - How we will use that information
 - Who we share your information with
 - Your choices regarding your information we hold
- This policy is written in accordance with the Data Protection Act 1998 and taking into consideration the new General Data Protection Regulations 2018.

If you have any questions about this Privacy Policy, please contact us via email admin@performerstheatrecompany.com

How do we obtain your personal information?

You may give us your information to:

- Sign your child up to Performers
- Become a volunteer and/or chaperone
- Sign up for an activity or event
- Make a general enquiry
- Purchase tickets for a production
- Make a donation to us
- Become a sponsor or patron

What information do we collect?

Personal information is any information that can be used to identify you. For example, it can include information such as your name, date of birth, email address, postal address, telephone number, fax number and bank account details, as well as information relating to your health or personal circumstances.

Data protection law recognises that certain categories of personal information are more sensitive. This is known as sensitive personal information and covers health information, racial or ethnic origin, religious beliefs or other beliefs or a similar nature, political opinion, and trade union membership. We would only collect sensitive personal information where there is a clear need to do so for example participation in our activities and to ascertain what services are required to support you. Before collecting any sensitive personal information about you we will make it clear to you what information we are collecting and the purposes for collecting such.

How do we use your information?

We use data collected in the following ways: To process and manage:

- Enrolment
- General enquiries
- Purchasing of tickets for a production
- Donations to us

To support and manage:

- Volunteers and/or chaperones
- Sponsors or patrons

In all instances, we endeavour to use your personal information to give you the information, support and services that you ask for.

We use your information to keep a record of your relationship with us and for internal administrative purposes (such as our accounting and records), and to let you know about changes to our services or policies. We use your personal information to investigate, and respond to, complaints, legal claims or other issues.

We use your personal information to claim Gift Aid on any donations you may give.

Communications

With your consent, we may use your information to send you communications specifically designed for the purpose in which we obtained your data.

We may also use your personal information for other purposes which we would specifically notify you about and, where appropriate, obtain your consent.

You can let us know if you would prefer not to receive Performers' communications at any time by emailing admin@performerstheatrecompany.com

Who do we share your information with?

We will not sell your details to any third parties. We may need to share certain information with trusted partners including Hampshire County Council and other local authorities (for instance for safeguarding, and/or licensing purposes) in order to carry out certain professional obligations.

We will share your information if we are under a duty to disclose or share your personal data in order to comply with any legal obligation, or in order to enforce

or apply our terms of use and terms and conditions of hire and other agreements; or to protect the rights, property, or safety of Performers, our children/young people, customers, or others. For instance, we may also share your information with the emergency services if we think there is a risk of serious harm or abuse to you or someone else.

In processing any financial transactions, we may send your details to, and use information from credit reference agencies and fraud prevention agencies.

When we collect your personal information we use strict procedures and security features to prevent unauthorised access. However, no data transmission over the Internet is 100% secure. As a result, while we try to protect your personal information, Performers cannot guarantee the security of any information you transmit to us and you do so at your own risk.

Website

If you browse and use our website at www.performerstheatrecompany.com, you are agreeing to comply with and be bound by the following terms and conditions of use, which together with our GDPR policy govern Performers Theatre Company's relationship with you in relation to this website. If you disagree with any part of these terms and conditions, please do not use our website. Please go to our Policies page and read our Terms and Conditions if needed.

Links

Our website may include links to other sites of our accredited partner networks, advertisers and affiliates. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

Storage and security of your personal information

We are committed to maintaining the confidentiality of the information that you provide us and we will take all reasonable precautions to protect your personal information from unauthorised use or alteration. We may store your personal information both electronically (on our computer systems and with our website hosting provider) and in hard-copy form.

If you're 16 or under

If you are aged 16 or under, you must get your parent/guardian's permission before you provide any personal information on our websites.

Accessing and updating your personal information

You have the right to request a copy of information that we hold about you. If you would like a copy of some or all of your personal information, please email admin@performerstheatrecompany.com

We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate.

In line with accounting regulations we keep records for seven years and then they are destroyed. Minimal data will be archived where appropriate.

Equally, please let us know of any changes to your personal information. You can also let us know if you would no longer like to receive communications from us.

Changes to this notice

Periodically we will check with you about your details if at any time you wish to be removed from our databases, you are within your rights to ask for all data to be removed.

We may change our privacy notice from time to time so please check back periodically.