

# **Privacy Notice**

We care about your privacy and aim to treat personal and confidential information with care and respect. Here you can find out what we collect, why we collect it and how we protect your data.

#### What do we use information for?

We use the information that we collect for a number of purposes:

- To alert you to new shows, tour information, and what we're up to.
- To answer any questions that you may have.
- To respond to those who might have any input or expertise in the issues our shows are currently exploring.

We collect only the personal information required to provide information to theatre-goers interested in seeing our shows. This includes:

- Name
- Email

Where we collect personal information, we do so on the basis that the individual has specifically consented, either by filling in a contact form/questionnaire after a show, or contacting us directly, so as to be added our mailing list.

If we do seek to collect personal information through any of our websites or products, we will be up-front, clear and open about this. We will make it evident when we are collecting personal information and will explain what we intend to do with it.

When you provide personal information, we will enter and store it in our database and use it to contact you to continue to discuss business, services and events which may be of mutual benefit.

### Your rights

Your personal information is owned by you. If you have any questions or issues with the way in which we are using your data you have the following rights:

- You can ask to see what data we hold on you (right of access)
- You can ask for information to be corrected
- You can ask to receive a copy of the data we hold on you (right to portability)
- You can ask us to delete any information we have about you (right to be forgotten)
- You can object to the way in which we use your information
- You can complain to the supervisory authority

If you wish to enact any of these rights then you can do so by emailing caroline@jubileewharf.co.uk.

### Retention and data storage

When we store data, reasonable measures are taken to protect personal information from access by unauthorised persons.

In order to maintain the accuracy and relevancy of information, we perform regular checks and this may include making contact with the subjects of the data to check details.

## Where else does data go?

As a principle we do not share any of the personal information that we hold. However in the course of running our business some data does get transferred outside of our organisation:

 Aggregate information on the usage of our website will be passed to third parties but this will not include data that can be used to identify a natural person.

# If you need more information, here's who can help:

Data Protection Officer: Jon Welch - pipelinetheatre@gmail.com

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T: 07875 251029 W: www.pipelinetheatre.com

Pipeline Theatre is an unincorporated group.