



Privacy Notice / GDPR Statement

Date issued:	16th October 2019
Next review date:	2 Years
Target audience	All Patrons

Statement Purpose: Information that we hold in relation to any person is known as personal data and anything we do with this data is known as processing. We gather personal data for a variety of purposes and this can be collected directly from people as well as from other people and organisations.

Under data protection law, individuals have a right to be informed about how the company uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' to individuals where we are processing their personal data.

Elemental Theatre Company is committed to being transparent about how it collects and uses personal data and to meeting its data protection obligations.

What personal data do we use?

Personal data that we will collect, use, store and share (when appropriate) about people includes, but is not restricted to:

- Name and contact details, including telephone number and email address, contact preferences.
- Disabilities (Mobility)
- Photographs *

*Photographs – Photographs may be taken for promotional purposes (with expressed consent for any person under 16).

Why do we use this data?

We use this data to:

- Marketing (with expressed consent)
- Monitor and report on progress
- Assess the quality of our services
- Carry out research
- Comply with the law regarding data sharing
- Deal with emergencies

Some of these things we have to do by law and other things are necessary to run the group. There may be circumstances where we need to use information in relation to legal claims, or to protect the vital interests of our members.

How do we collect this information?

While the majority of information we collect is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

Where do we get this information from?

- People from other organisations, like ticketing sources.
- Self sign up (Newsletters)

How do we store this data?

We take the security of our members and audience data seriously and only people who need to use this data can see it. We have internal policies and controls in place to ensure that personal data is not lost, accidentally destroyed, misused or disclosed, and is not accessed by anybody without the required permissions.

Who will we share information with?

We do not share information with any third party without consent unless the law and our policies allow us to do so. Where it is legally required, or necessary (and it complies with data protection law) we may share personal information with:

- Police forces, courts, tribunals, to provide data for criminal prosecution.

Individual's rights in relation to information

Individuals can ask to see the information we hold about them. To do this contact:

Elemental Theatre Company – elementaltheatrecompany@gmail.com

If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your child
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this

- Give you a copy of the information in an intelligible form

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances. If you would like to make a request please contact us.

Other rights

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

If you feel it necessary to do any of the above, you can speak with us. Elemental Theatre Company does not have to meet all of your requests and we will let you know where we are unable to do so.

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you have a concern about the way we are collecting or using your personal data and you think this is unfair, misleading or inappropriate, or any other concerns, please raise this with us in the first instance and contact our Data Protection Officer.