



PRIVACY POLICY FOR FRIENDS OF BRASSNECK THEATRE

BrassNeck Theatre is committed to protecting personal information. This Privacy Policy relates to our use of any personal information we collect from you when you come to one of our productions and/or join our mailing list.

The personal information we collect from you

We collect basic personal details such as your name, address, email address, telephone number.

How we use information

We will use your information to tell you about our forthcoming productions and similar events that are likely to be of interest to you. This is called 'Legitimate Interest'. We will not share your information with third parties without your consent.

Security

We put in place reasonable security measures to protect against any unauthorised access or damage to, or disclosure or loss of, your personal information.

Your rights

Please let us know if your information changes as it is important that the personal information we hold about you is accurate and up to date. You are on our mailing list because you have been to one of our productions or have expressed an interest in them. Circulating information to you is a necessary part of promoting our productions but you can ask us to stop sending you this information and remove your details from our files at any time.

You have a right to request a copy of all the personal information we hold about you in a Subject Access Request. To do this, simply write to us at the address below. We will take all reasonable steps to confirm your identity before providing you with details of any personal information we may hold about you.

Changes to this Privacy Policy

We may amend this Privacy Policy from time to time; for example, to keep it up to date or to comply with legal requirements. If there will be any significant changes made to the use of your personal information in a manner different from that stated, we will seek your permission first.

How to contact us

For any questions or concerns relating to this Privacy Policy or our data protection practices, or to make a Subject Access Request, please contact our secretary, Barbara Catton.

By phone: 0113 2501460

By email: barbara.catton@brassnecktheatre.com

**By post to: Barbara Catton
5 South View
Yeadon
LS19 7JD**

Date: 25 May 2018