



PRIVACY POLICY FOR MEMBERS AND SUPPORTERS 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 become a member or supporter of the Company. Members pay a membership fee and Supporters are individuals who are involved in supporting the activities of the Company. This involvement includes (but is not limited to) scenery construction, lighting, sound, costumes, properties, publicity, front of house, stage management, direction, choreography, music and orchestra. Supporters also include lapsed members, as such members normally wish to remain in contact with the Company and may wish to renew their membership at a future date.

The personal information we collect from you

We collect basic personal details such as your name, address, email address, telephone number, subscriptions and dates paid and bank details where necessary. For members we may also take your photograph and ask you for your biography.

How we use information

We will use your personal information to send you newsletters, letters or emails to give you details of General Meetings, shows, rehearsals, production meetings and similar events that are likely to be of interest to you. Your name and possibly photograph and biography, may appear in our show programmes and newsletters. Your information may also be shared with our committee members (who are the Company's Trustees). This use is in our 'Legitimate Interest'. You will be aware that our show programmes are public documents and that our newsletters are shared amongst our membership and with our supporters. We will not share your information with other 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. We will keep your information indefinitely after you remain an active member or supporter of BrassNeck Theatre. We keep your information because you may resume your connection with BrassNeck Theatre and take part again in our activities. However you can ask us to remove your personal information from our records at any time and we will do so.

You have the 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

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