



PRIVACY POLICY FOR SUPPLIERS TO 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 Supplier to the Company. A Supplier in this context means personal information we may collect when you provide products or services to BrassNeck Theatre.

The personal information we collect from you

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

How we use information

We will use your information to invite you to provide products or services to BrassNeck Theatre and to pay for as such. This use is in our 'Legitimate Interest' because we will need to contact you when we request your products or services. 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. We keep your information because we or you may wish to resume your connection with BrassNeck Theatre. However, you can ask us to remove your personal information from our records at any time and we will do so.

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