

Privacy Policy

This privacy policy explains the personal information we collect from you, how we store it and what we do with it.

Who is collecting the data?

The personal information you provide is being collected by Unleashed Theatre Company (UTC).

What type of information is being collected?

Your name, address, telephone number, email address, financial information and any relevant medical information.

When and how is this information collected?

Information is being collected through various forms, email request or telephone calls.

Under General Data Public Regulation (GDPR), the lawful basis we rely on for processing this information is your consent. You are able remove your consent at any time. You can do this by emailing: admin@unleashedtheatrecompany.com or writing to: Unleashed Theatre Company, 27–29 Abbey Road, Torquay, Devon, TQ2 5NQ

How will this information be used and stored?

Information is collected to enable UTC to keep in touch with you about news such as upcoming events, rehearsals or performances.

Information on individual donations, payments, Gift Aid etc. is very sensitive and can only be accessed by the Administration Assistant and Creative Director. This information is a password protected document stored on a password protected computer with Anti-Virus software and only accessible to the Administration Assistant and Creative Director on request.

If payments are made online, they will be subject to the privacy policies of your bank/building society and credit or debit card provider. No records will be kept of any credit or debit card information. All payments received online, such as Direct Debit payments, will be processed by Smart Debit or SumUp and therefore will be subject to the privacy policies of those organisations.

Personal information such as contact details may also be accessible to members of UTC action team if required.

The legal reason for processing your data

Data Protection legislation allows us to process this information as we regard it as being in UTC's interest.

Sharing Data

The information you have provided will not be disclosed to anyone without your consent.

How long will your information be stored?

Your details will be retained until you request them to be removed, which can be done at any time. Any relevant documentation shall be destroyed at this time.

Your rights:

- You have the right to ask for personal copies of your information.
- You have the right to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- You have the right to ask us to erase your personal information in certain circumstances.
- You have the right to object to the processing of your personal information certain circumstances.
- You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us via the email or address given above if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us via the email or address given above.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: www.ico.org.uk

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