

## **Riverside Theatre Company Privacy Policy**

The following is the Riverside Theatre Company's PRIVACY POLICY including for our website <https://www.riversidetheatrecompany.com/>

The Riverside Theatre Company are dedicated to safeguarding and preserving your privacy when visiting our site or communicating electronically with us. This policy (together with our terms of use and any other documents referred to on it) sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.

For the purposes of the General Data Protection Regulation and Data Protection Act 2018:

- In respect of the personal data of the users of our website, our members, volunteers, as well as our business contacts and prospects, we act as a data controller.
- In respect of the personal data of persons whose applications we submit to the Disclosure and Barring Service (DBS) on behalf of our member organisations, in our capacity as a DBS Umbrella Body, we process personal data as a data processor. Please see section 11 below for further information. This Privacy Policy, together with our terms of use, provides an explanation as to what happens to any personal data that you provide to us, or that we collect from you. We do update this Policy from time to time so please do review this Policy regularly.

Whilst operating our website, we may collect and process the following data about you:

- Details of your visits to our website and the resources that you access, including, but not limited to, traffic data, location data, weblogs and other communication data.
- Information that you provide by filling in membership forms, contact via our website, emails, or information relating to the purchase of tickets.
- Information provided to us when you communicate with us for any reason.

On occasion, we may gather information about your computer for our services and to provide statistical information regarding the use of our website to our advertisers. Such information will not identify you personally it is statistical data about our visitors and their use of our site. This statistical data does not identify any personal details whatsoever.

### **USE OF YOUR INFORMATION**

The information that we collect and store relating to you is primarily used to enable us to provide our services to you. In addition, we may use the information for the following purposes:

- To provide you with information requested from us, relating to Riverside Theatre Company.
- To provide information to you about our productions and events which we feel may be of interest to you, where you have consented to receive such information.
- To meet our contractual commitments to you, as relevant.
- To notify you about any changes to our website, such as improvements or membership changes, that may affect our service.

If you are an existing or previous member or someone who previously came to watch one of our productions, we may contact you with information about other events that could be of interest to you.

If you are new to Riverside, we will only contact you when you have provided consent and only by those means you provided consent for.

If you do not want us to use or hold your data, you will have the opportunity to withdraw your consent to this by contacting [riversidetheatrecompany1@gmail.com](mailto:riversidetheatrecompany1@gmail.com).

## STORING YOUR PERSONAL DATA

Riverside will take all reasonable steps to make sure that your data is treated securely and in agreement with this Privacy Policy.

The transmission of information via the internet is not completely secure and therefore we cannot guarantee the security of data sent to us electronically. Transmission of such data is therefore entirely at your own risk.

## DISCLOSING YOUR INFORMATION

We may disclose your personal information within our group.

We may disclose your personal information to other third parties including:

In the event that we transfer or merge any of our activities or assets to another organisation, your information may be disclosed to our new business partners or owners.

If we are under a duty to disclose or share your personal data in order to comply with a legal obligation (such as to HMRC or the Charities Commission), or in order to enforce or apply our terms of use and terms and conditions of supply and other agreements; or to protect the rights, property, or safety of Riverside Theatre Company, our members, or others (such as any professional advisers). For the avoidance of doubt sharing information for these purposes may include exchanging information with other companies and/or organisations for the purposes of fraud protection and credit risk reduction.

## ACCESS TO INFORMATION

In compliance with GDPR, you may have the right to:

- Request access to your personal data,
- Request correction of your personal data,
- Request deletion of your personal information,
- Request the restriction of processing of your personal information,
- Object to processing of your personal information where we are relying on a legitimate interest,
- Request the transfer of your personal information to another party,
- Make a complaint to the Information Commissioner's Office (ICO),

- Withdraw your consent to processing at any time.

Our site may, from time to time, contain links to and from the websites of our partner networks, advertisers and affiliates. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

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 only retain your personal data for as long as reasonably necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, regulatory, tax, accounting or reporting requirements. As a general rule, we will keep your information for a maximum of 7 years after you cease to be a member or have no other financial or other dealings with us. We keep your information for this period so that we have a record of you should you wish to recommence your relationship with Riverside Theatre Company.

You will not be subject to decisions that will have a significant impact on you based solely on automated decision-making, unless we have a lawful basis for doing so and we have notified you

We keep this privacy policy under review. Any changes will be posted on this page and, where appropriate, notified to you by e-mail.

## RIVERSIDE THEATRE COMPANY AS A DATA PROCESSOR

We act as an umbrella body for the purposes of submitting applications to the DBS for our Chaperone licences. Where we process your personal data for these purposes we act as a data processor. This means we process your information on behalf of the data controller who has requested that we submit the application.

[Once an application has been processed by the DBS and a certificate awarded and communicated to us and the relevant data controller, we do not retain a copy for our own records].

Questions, comments and requests regarding this privacy policy are welcomed and should be addressed to the Chairman at [riversidetheatrecompany1@gmail.com](mailto:riversidetheatrecompany1@gmail.com).