

# COLLA VOCE

## THEATRE COMPANY

## Privacy Policy

We will always protect your personal information, and be honest about how we use it. Using personal data allows us to better understand those we work with and those who support us. This helps us provide the best possible experience for anyone who comes into contact with Colla Voce Theatre, whether that be on or off stage.

### Information collection

We collect different types of information in a number of ways, always strictly on a volunteer basis. This might be through your employment, as an audience member, or perhaps your participation in productions or workshops.

### Information you give us

When you sign up for our mailing list, buy a ticket directly from us, or buy merchandise, we'll store personal information you give us such as:

- Your name
- Email address
- Postal address
- Telephone number

### Sensitive data

(GDPR) Data Protection law recognises that certain categories of personal information are more sensitive such as health information. We do not usually collect this type of information about our customers unless there is a clear reason for doing so. For example, we may collect health information about those who work with us.



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### **Communications**

In the case of email communications we will provide you with an option to unsubscribe in every email that we send you.

We may also contact you about fundraising activities. We will only contact you by email and telephone, where you have given your explicit consent.

### **Legal**

We may disclose your personal information where we are under a duty to do so in order to comply with any legal obligation (for example to government bodies and law enforcement agencies).

### **Data Sharing**

Colla Voce Theatre will never sell your personal information to others.

### **Links to / from other websites**

Our website contains links to other websites which we do not operate, and other internet websites may also contain links to ours. We are not responsible for the privacy policies, practices or content of such other websites.

### **Security of your personal information**

We will put in place appropriate procedures and technologies to keep your personal information as secure as possible.



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### **Your rights:**

- The right to be informed
- The right to access
- The right to rectification
- The right to erase
- The right to restrict processing
- The right to data portability
- The right to object
- The right to withdraw your consent with no given reason
- Rights in relation to automated decision making and profiling
- The right to make a complaint to the Information Commissioner

### **Your rights to your personal information**

You have a right to request a copy of the personal information that we hold about you and to have any inaccuracies in this data corrected. This is called a Subject Access Request. Please use the contact details at the end of this policy if you would like to exercise this right.

### **Contact details and further information**

Please get in touch with Dan - [dan@collavocetheatre.co.uk](mailto:dan@collavocetheatre.co.uk) - if you have any further questions.

