

## **Your personal data – what is it?**

Personal data means any data which identifies a living person. Processing personal data (collecting, storing, using, altering, sharing or destroying personal information) is governed by the General Data Protection Regulation 2016/679 (known as GDPR).

## **Who are we?**

Spectacle Theatre Ltd is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

## **How do we process your personal data?**

Spectacle Theatre Ltd complies with its obligations under GDPR by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes: –

- To carry out research
- To inform you about social business services, activities or events (in accordance with the Privacy and Electronic Communications Regulations)

## **What is the legal basis for processing your personal data?**

Processing is necessary for the legitimate interests of Spectacle Theatre Ltd , so that we can carry out our charitable aims and objectives.

The objects for which the association is established are to promote, maintain and advance education, particularly by the production of educational theatre and the encouragement of the Arts, including the arts of drama, mime dance singing and music and to further the development of public appreciation in the said arts.

Provision of your data is not a contractual obligation.

## **Sharing your personal data**

Your personal data will be treated as strictly confidential.

Spectacle Theatre Ltd will never pass on your information to another organisation for them to market directly to you or your organisation.

### **How long do we keep your personal data?**

Personal data on individual staff is retained until their association with that business ceases.

### **Your rights and your personal data**

You have the following rights with respect to your personal data:

- The right to request a copy of your personal data which Spectacle Theatre Ltd holds about you;
- The right to request that Spectacle Theatre Ltd corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for Spectacle Theatre Ltd to retain such data;
- The right to request that Spectacle Theatre Ltd provides you with your personal data and where possible, to transmit that data directly to another data controller;
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to lodge a complaint with the Information Commissioners Office.

### **Transfer of data abroad**

Where Spectacle Theatre Ltd uses platforms outside the UK to process data (such as MailChimp, Eventbrite or Survey Monkey), we have satisfied ourselves that these platforms adhere to recognised frameworks such as the EU-US Privacy Shield Framework as set forth by the European Commission and the US Department of Commerce regarding the collection, use and retention of personal data from European Union member countries, and have adequate measures in place to protect your data and comply with GDPR.

### **Automated decision making**

We do not carry out automated decision making with your personal data.

### **Further processing**

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use before we start the processing and setting out the relevant purposes and processing

conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

### **Contact details**

To exercise all relevant rights, queries or complaints please in the first instance contact the Theatre Manager at Spectacle Theatre Ltd on 01443 430700 or via email [info@spectacletheatre.co.uk](mailto:info@spectacletheatre.co.uk) or at TABS, Penrhiwgwynt Road, Porth CF399UB.

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Spectacle Theatre is a company limited by guarantee registered in Wales No. 1555311. Registered Charity No. 1059118 Vat Reg. No. 656 1312 51

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