

## **Making Theatre Gaining Skills CIC**

### **Privacy policy**

Making Theatre Gaining Skills is committed to ensuring the privacy of the people we work with. This policy covers:

- 1, Privacy when using our website
2. Data Protection and GDPR – The continued privacy of participant and supporter

#### **1. Making Theatre Gaining Skills Website**

This privacy policy sets out how “Making Theatre Gaining Skills” uses and protects any information that you give “Making Theatre Gaining Skills” when you use our website.

“Making Theatre Gaining Skills” is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website, then you can be assured that it will only be used in accordance with this privacy statement.

“Making Theatre Gaining Skills” may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes. This policy is effective from September 2014.

#### **What we collect**

We may collect the following information:

- name and job title. contact information including email address. demographic information such as postcode, preferences and interests. Other information relevant to customer surveys.

#### **What we do with the information we gather**

We require this information to understand your needs and provide you with a better service, and in particular for the following reasons:

Internal record keeping. We may use the information to improve our products and services. We may periodically send promotional email about new products, services or other information which we think you may find interesting using the email address which you have provided. From time to time, we may also use your information to contact you for market research purposes. We may contact you by email, phone, or post.

#### **Security**

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

## **Links to other websites**

Our website may contain links to enable you to visit other websites of interest easily. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

## **Controlling your personal information**

You may choose to restrict the collection or use of your personal information in the following ways:

Whenever you are asked to fill in a form on the website, look for the box that you can click to indicate that you do not want the information to be used by anybody for direct marketing purposes. If you have previously agreed to us using your personal information for direct marketing purposes, you may change your mind at any time by writing to or emailing us at [info@makingtheatre.co.uk](mailto:info@makingtheatre.co.uk) We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so. We may use your personal information to send you promotional information about third parties which we think you may find interesting if you tell us that you wish this to happen.

You may request details of personal information which we hold about you under the Data Protection Act 1998. A small fee will be payable. If you would like a copy of the information held on you please write to Making Theatre Gaining Skills at PO Box 129, Emsworth PO10 9DE. If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible, at the above address. We will promptly correct any information found to be incorrect.

## **2. Data Protection and GDPR**

The UK data protection regime is set out in the DPA 2018, along with the GDPR (which also forms part of UK law). It takes a flexible, risk-based approach which puts the onus on you to think about and justify how and why you use data. More information can be found at: <https://www.gov.uk/government/publications/guide-to-the-general-data-protection-regulation>

### **What is data protection?**

Data protection is the fair and proper use of information about people. It's part of the fundamental right to privacy – but on a more practical level, it's really about building trust between people and organisations. It's about treating people fairly and openly, recognising

their right to have control over their own identity and their interactions with others, and striking a balance with the wider interests of society.

It doesn't need to be 'private' information – even information which is public knowledge or is about someone's professional life can be personal data.

## Keeping Data

Making Theatre Gaining skills has committed to following these basic steps

- We must not keep personal data for longer than needed
- We need to think about – and be able to justify – how long we keep personal data. This will depend on the purposes for holding the data.
- We will also periodically review the data we hold, and erase or anonymise it when keeping it is no longer justified
- We must carefully consider any challenges to retention of data. Individuals have a right to erasure if we no longer need the data.
- Storage of data will be secure, personal progress relating to qualifications files will be kept in a locked cupboard and electronic data access is restricted only to Hilary Strong, Director, Sarah Fisher, Administrator and Janis Gadd IV unless written permission is given otherwise.
- Data will only be shared with a third party, for example The Department of Work and Pensions once written permission has been received

Following the recent implementation of GDPR Making Theatre Gaining Skills contacted supporters who had previously given us their contact information requesting permission to retain their details, anyone who did not reply or replied requesting their information removed were deleted from the database.

Date of Policy Review July 2018

Next Review July 2020