

BRIGHTON **Little** THEATRE

Data Protection Policy

Introduction

Brighton Little Theatre Company Limited (“we”, “us” or the “Theatre”) respects your privacy and is committed to protecting your personal data. We are the data controller of, and responsible for, your personal data.

Our full details are: Brighton Little Theatre, 9 Clarence Gardens, Brighton, BN1 2EG.

Our website includes hyperlinks to and details of third party websites. We have no control over and are not responsible for third party privacy policies and practices. Please check the privacy policies of any other sites you visit.

We may update this policy from time to time by publishing a new version on our website.

Collection of personal data

We may collect, use, store and transfer different kinds of personal data about you as follows:

Identity data includes first name, last name, title, date of birth, gender and photographs.

Contact data includes address, email address and telephone numbers.

Financial data includes bank account details.

Transaction data includes details about payments to and from you.

Marketing and communications data includes your preferences in receiving marketing from us and your communication preferences.

We do not generally collect any special categories of personal data about you e.g. your race or ethnicity, religious or philosophical beliefs, sex life, sexual orientation, political opinions, trade union membership, information about your health and genetic and biometric data. In certain circumstances it may be necessary for us to collect special categories of personal data to fulfil our legal duties, e.g. making reasonable adjustments for people with disabilities, or fulfilling our duties of care. We do not store any information about criminal convictions and offences.

It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during your relationship with us.

We use different methods to collect data from and about you including:

Direct interactions between you and the Theatre, including when you: apply for theatre membership; apply to become a trustee; subscribe to our newsletter; audition

for or participate in a production; post on our social media groups (e.g. Facebook) or respond to posts by our social media accounts (e.g. Twitter, Instagram); and have a commercial, professional or contractual relationship with us (or communicate with us in relation to a potential commercial, professional or contractual matter).

Third parties or publicly available sources – we may receive personal data about you from various third parties and public sources e.g. Ticketline or Ticketsource when you purchase tickets, Companies House.

How we use your personal data

Purpose/activity	Type of data	Lawful basis for processing including basis of legitimate interest
To register you as a member of the theatre	Identity, Contact, Financial	Performance of a contract with you
For you to stand as a prospective committee member	Identity, Contact	Necessary to comply with a legal obligation
To manage our relationship with you	Identity, Contact	Performance of a contract with you; necessary for our legitimate interests (to keep our records updated)
To promote the theatre and its productions	Identity, Contact	Necessary for our legitimate interests (to enable us to run the theatre)
To keep you updated about the theatre and its productions	Identity, Contact	Consent
To raise funds for the theatre and its productions	Identity, Contact, Financial	Consent
To reimburse expenses	Identity, Contact, Financial	Performance of a contract with you

Where you have consented to us using your personal data, you may withdraw such consent at any time by contacting us.

We will only use your personal data for purposes for which we collected it, unless we reasonably consider that it is necessary to use it for another purpose. If that purpose is compatible with the original purpose, you may contact us for an explanation. If that purpose is not compatible with the original purpose, we will notify you and explain the legal basis which allows us to do so.

We may process your personal data without your knowledge or consent, in compliance with the above rules, where required or permitted by law.

Disclosures and transfers of your personal data

We may have to share your personal data with certain third parties for the above purposes, including: our accountants and other professional advisors; our insurers; our bank; HM Revenue & Customs, regulators or other authorities. We require all third parties to respect the security of your personal data and to treat it in accordance with the law. Third party service providers are only permitted to process your personal data for specified purposes and in accordance with our instructions.

We do not transfer your personal data outside the European Economic Area (EEA), except to the extent it is stored or transmitted electronically, e.g. email accounts or documents on any cloud-based system. We will always ensure that any personal data transferred outside the EEA has a similar degree of protection afforded to it.

Data security and data retention

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. Only those with a business need to know will have access to your personal data. These parties will only process your personal data on our instructions and are subject to confidentiality.

We have procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting or reporting requirements.

To determine the appropriate retention period for personal data, we consider the amount, nature and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

Last updated: November 2022