

PRIVACY POLICY

At Crocodile Theatre (including *Crocodile Theatre Schools*) we take your privacy seriously and we are committed to respecting and protecting your privacy. Our Privacy Policy explains the types of personal data we may collect about you when you interact with us. It also explains how we'll store and handle that data, and keep it safe.

This Privacy Policy relates to our use of any personal information we collect from you when you become a student, volunteer, employee, contractor (including freelancers), audience member and/or supporter of Crocodile Theatre. Students, or their parents/guardians, pay subscriptions and may make purchases such as merchandise and equipment. Volunteers, employees and contractors enter into contractual agreements. Audience members may on occasion purchase event tickets directly from Crocodile Theatre. Supporters are individuals who are involved in supporting the activities of Crocodile Theatre - this involvement includes (but is not limited to) scenery construction, costumes, filming, photography, properties, publicity, front of house arrangements, stage management, sound, lighting, direction, choreography and music. Supporters also include lapsed students (and their parents/guardians) as well as former volunteers, employees, contractors and audience members, as such individuals normally wish to remain in contact with Crocodile Theatre and may wish to renew their involvement at a future date and be kept up to date with future developments.

The personal information we collect from you

We collect basic personal details including names, date of birth, address, e-mail address, telephone number, subscription information/dates paid. For students, volunteers, employees and contractors, we may also take your photograph and ask you for your biography.

We collect the minimum amount of personal information needed to complete a contract that we have with you.

We collect your personal information by direct interactions with you. Mainly you will give us your identity data and contact details by filling in forms (electronic and/or hard copy) or by corresponding with us by post, phone, and email.

How we use information

We will use your information to send you newsletters, letters or emails to give you relevant details of developments, classes, shows, rehearsals, production meetings and similar events that are likely to be of interest to you.

If applicable, your name, and possibly photograph and biography, may appear in our show programmes and other media. Your information may also be shared with Crocodile Theatre staff members.

Our show programmes and publicity materials are public documents and our newsletters may be shared amongst our students (including parents/guardians), volunteers, employees, contractors, audience members and supporters.

We may also use your information to identify and prevent fraud; to enhance the security of our networks and information systems; to better understand how people interact with our websites and to provide communication which we think will be of benefit and interest to you.

We will not share your information with any third party without your consent.

We only use your personal information to administer your account and to provide you with information on the products and services you have requested from us. From time to time we may invite you to participate in surveys which help us to improve what we do.

We will never sell, distribute or lease your personal information to third parties.

Security

We put in place appropriate technical and organisational security measures to protect against any unauthorised access or damage to, or disclosure or loss of, your information.

Access to personal information is limited to Crocodile Theatre staff members; these individuals have access to information required to enable them to perform their contractual duties.

We have put in place procedures to deal with any suspected personal information breach. In the unlikely event that your personal information was accessible to third parties through a data breach, we would inform you as soon as we become aware of it and any applicable regulator where we are legally required to do so.

Changes to our privacy policy and your duty to inform us of changes

We may amend this Privacy Policy from time to time; for example, to keep it up to date or to comply with legal requirements. If there will be any significant changes made to the use of your personal information in a manner different from that stated, we will seek your permission first.

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.

Your rights

We will retain your personal information to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements and keeping you up to date after your involvement with Crocodile Theatre ends, and also because you may resume your connection with Crocodile Theatre and take part again in our activities. However, you can ask us to remove your personal information from our records at any time and we will do so and stop sending you correspondence.

You have the right to request a copy of all the personal information we hold about you in a Subject Access Request, or SAR. To do this, simply write to us at the email address below. We will take all reasonable steps to confirm your identity before providing you with details of any personal information we may hold about you.

How to contact us

For any questions or concerns relating to this Privacy Policy or to make a Subject Access Request, please contact us via Mrs Sarah McKeown (Artistic Director) in one of the following ways:

By phone: 07776 061525

By email: crocodiletheatre@mail.com