

## **PRIVACY POLICY FOR PATRONS ON OUR MAILING LIST**

**Arrow Players are committed to protecting personal information. This Privacy Policy relates to our use of any personal information we collect from you when you join our mailing list.**

### **The information we collect**

We collect basic personal details such as your name, address, e-mail address, telephone number.

### **How we use your information**

We will use your information to tell you about our forthcoming shows and similar events that are likely to be of interest to you. This is called 'Legitimate Interest'. We will not share your information with third parties without your consent.

### **Security**

We put in place reasonable measures to protect against unauthorised access or damage to, or disclosure or loss of, your information.

### **Your rights**

Please let us know if your information changes as it is important that the information we hold about you is accurate and up to date. You are on our mailing list because you have requested it. Circulating information to you is a necessary part of promoting our productions, but you can ask us to stop sending you this information and remove your details from our files at any time. You have the right to request a copy of all the personal information we hold about you in a Subject Access Request. To do this, simply contact us at the address below. We will take reasonable steps to confirm your identity before providing details of any personal information we may hold about you.

### **Changes to this Privacy Policy**

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.

### **How to contact us**

For any questions or concerns relating to this Privacy Policy or our data protection practices, or to make a Subject Access Request, please contact us in one of the following ways:

**By e-mail to :** secretary@arrowplayers.org.uk

**By post to :** The Secretary, Arrow Players, St. Edmund's Hall, Pinner Road, Northwood, HA6 1QS.

**Date:** 6 September 2019