

PYT Privacy Notice

At PYT we are committed to protecting your personal information and being transparent about what we do with it. We are committed to using your personal information in accordance with all applicable laws concerning the protection of personal information and not to do anything with your information you wouldn't reasonably expect.

This Privacy Notice explains:

- How PYT may obtain your personal information
- What information we collect
- How we will use that information
- Who we share your information with
- Your choices regarding your information we hold

This policy is written in accordance with the Data Protection Act 1998 and taking into consideration the new General Data Protection Regulations 2018.

If you have any questions about this Privacy Policy, please contact us via email info@pyt.org.uk or write to us at The Space, 2a Heath Road, Petersfield, GU31 4DU.

How do we obtain your personal information?

You may give us your information in order to:

- Become a member of PYT
- Become a friend of PYT
- Become a volunteer and/or chaperone
- Sign up for a project as a non-member
- Make a general enquiry
- Enquire or hire from our Wardrobe Department
- Hire our facilities i.e. 'The Space'
- Purchase tickets for a production or project
- Make a donation to us
- Become a sponsor or corporate patron
- Become a fundraising benefactor

What information do we collect?

Personal information is any information that can be used to identify you. For example, it can include information such as your name, date of birth, email address, postal address, telephone number, fax number and bank account details, as well as information relating to your health or personal circumstances.

Data protection law recognises that certain categories of personal information are more sensitive. This is known as sensitive personal information and covers health information, racial

or ethnic origin, religious beliefs or other beliefs or a similar nature, political opinion and trade union membership. We would only collect sensitive personal information where there is a clear need to do so for example participation in our activities and to ascertain what services are required to support you. Before collecting any sensitive personal information about you we will make it clear to you what information we are collecting and the purposes for collecting such.

How do we use your information?

We use data collected in the following ways:

To process and manage:

- PYT membership
- PYT Friend applications
- Non-member project participants
- General enquiries
- Hiring from our Wardrobe Department
- Hiring of our facilities i.e. 'The Space'
- Purchasing of tickets for a production or project
- Donations to us
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To support and manage:

- Volunteers and/or chaperones
- Sponsors or corporate patrons
- Trustees and/or Committee members
- Fundraising benefactors

In all instances, we endeavour to use your personal information to give you the information, support and services that you ask for.

We use your information to keep a record of your relationship with us and for internal administrative purposes (such as our accounting and records), and to let you know about changes to our services or policies. We use your personal information to look into, and respond to, complaints, legal claims or other issues.

We use your personal information to claim Gift Aid on your donations.

Communications

With your consent, we may use your information to send you communications specifically designed for the purpose in which we obtained your data.

We may also use your personal information for other purposes which we would specifically notify you about and, where appropriate, obtain your consent.

You can let us know if you would prefer not to receive PYT communications at any time by emailing info@pyt.org.uk or writing to us at The Space, 2a Heath Road, Petersfield, GU31 4DU. There is an unsubscribe option available on any communications sent via Mail Chimp, this includes our newsletter. Please note, the Mail Chimp database is additional to our internal PYT database and therefore please be specific in any requests to be removed.

Who do we share your information with?

We will not sell your details to any third parties. We may need to share certain information with trusted partners including the Charity Commission and Hampshire County Council (for instance for safeguarding and/or licensing purposes) in order to carry out certain professional obligations. We will share your information if we are under a duty to disclose or share your personal data in order to comply with any legal obligation, or in order to enforce or apply our terms of use and terms and conditions of hire and other agreements; or to protect the rights, property, or safety of PYT, our members, customers, or others. For instance we may also share your information with the emergency services if we think there is a risk of serious harm or abuse to you or someone else.

In processing any financial transactions, we may send your details to, and also use information from credit reference agencies and fraud prevention agencies.

When we collect your personal information we use strict procedures and security features to prevent unauthorised access. However, no data transmission over the Internet is 100% secure. As a result, while we try to protect your personal information, PYT cannot guarantee the security of any information you transmit to us and you do so at your own risk.

Website

If you browse and use our website at www.petersfielddyouththeatre.org.uk, you are agreeing to comply with and be bound by the following terms and conditions of use, which together with our privacy policy govern Petersfield Youth Theatre's relationship with you in relation to this website. If you disagree with any part of these terms and conditions, please do not use our website. Please go to <http://www.petersfielddyouththeatre.org.uk/legal/website-terms-and-conditions/> to read our website specific terms and conditions.

Links

Our website may include links to other sites of our accredited partner networks, advertisers and affiliates. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

'When's My Call'

Our primary membership communication application 'When's My Call' has its own privacy notice and should be referred to before you sign up.

Where we have given you (or where you have chosen) a password which enables you to access certain parts of our site, you are responsible for keeping this password confidential. We ask you not to share a password with anyone. This also applies to the application *When's My Call*.

Ticket Source

Our primary point of sales for tickets is Ticket Source - <https://www.ticketsource.co.uk/>. Ticket Source has its own privacy notice and should be referred to before you sign up.

Storage and security of your personal information

We are committed to maintaining the confidentiality of the information that you provide us and we will take all reasonable precautions to protect your personal information from unauthorised use or alteration. We may store your personal information both electronically (on our computer systems and with our website hosting provider) and in hard-copy form.

If you're 16 or under

If you are aged 16 or under, you must get your parent/guardian's permission before you provide any personal information on our websites.

Accessing and updating your personal information

You have the right to request a copy of information that we hold about you. If you would like a copy of some or all of your personal information, please email info@pyt.org.uk or write to us at The Space, 2a Heath Road, Petersfield, GU31 4DU.

We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate.

In line with accounting regulations we keep records for seven years and then they are destroyed. Minimal data will be archived where appropriate.

Equally, please let us know of any changes to your personal information. You can also let us know if you would no longer like to receive communications from us.

Changes to this notice

We may change our privacy notice from time to time so please check back periodically. This Privacy Policy was last updated April 2018.