



## **Swan Theatre Company Privacy Policy**

This privacy policy sets out how we use and protect any personal information that you give us when you join the Swan Theatre Company or join our mailing list.

### ***The type of personal information we collect***

We currently collect personal information including your name and contact details and the interests you have expressed when applying for membership.

### ***How we get the personal information and why we have it***

The personal information we process is that provided to us directly by you to enable us to run the Swan Theatre Company effectively and efficiently.

We use the information you have given us:

- to advance and promote the objectives of the Charity as set out in our Constitution and rules, namely: to educate the public in the dramatic arts and to further the development of public appreciation and taste in the said arts in Yeovil and district; in particular by providing and maintaining a theatre to be known as The Swan Theatre
- to administer membership records;
- to maintain accounts and records, including the processing of gift aid applications;
- to inform you of events and activities at The Swan.

We share this information with membermojo ltd, which acts as a data processor for the Swan Theatre Company and stores your data on our behalf in accordance with the terms required by the General Data Protection Regulation (GDPR). Membermojo's privacy policy may be viewed at [membermojo Help - Privacy Policy](#)

Under the GDPR, the lawful basis we rely on for processing this information is your consent. You are able to withdraw your consent at any time. You can do this by contacting us using the contact details given below.

### ***How we store your personal information***

Your information is securely stored on our behalf by membermojo ltd on servers in a modern, secure, purpose-built data centre in the UK. All changes are mirrored across backup servers in real time and hourly encrypted backups are sent to a second secure data centre, also in the UK. Paper copies of application forms and other documents containing personal information are stored securely under lock and key.

We keep data relating to (a) current membership, (b) ticket purchases (c) mailing lists and (d) gift aid.

We retain this data whilst your membership is current or until you unsubscribe from our mailing list, and for up to 7 years after the calendar year to which it relates, following which it is securely deleted or destroyed.



### ***Your data protection rights***

Under data protection law, you have the right:

- to ask us for copies of the personal information we hold
- to ask us to rectify personal information you think is inaccurate and to ask us to complete information you think is incomplete.
- to ask us to erase your personal information in certain circumstances.
- to ask us to restrict the processing of your personal information in certain circumstances.
- to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You can see the information we hold on you and you can update it yourself at any time by going to [Swan Theatre Company \(membermojo.co.uk\)](http://membermojo.co.uk)

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

### ***Contact Details***

If you have any questions or complaints, or if you wish to exercise any of your rights under data protection law, please in the first instance contact:

- The Secretary at The Swan Theatre Company, The Swan Theatre, 138 Park Street, Yeovil BA20 1QT
- or email: [Secretary@swantheatre.onmicrosoft.com](mailto:Secretary@swantheatre.onmicrosoft.com)

The Swan Theatre Company is a registered charity, no 292763

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.