

**Centrestage Productions**

**YOUTH  
THEATRE**

Document Reference Number:

CPYT/002 (d)

# **GDPR Policy**

## **Patrons On Our Mailing List**

**Prepared by: Mike Mullen**

**Approved by: Trustees**

**Effective from: 16<sup>th</sup> June 2024**

**Date: 16<sup>th</sup> Jun 2024**

**Review date: June 2025**

Centrestage Productions Youth Theatre is committed to protecting personal information. This policy relates to our use of any personal information we collect from you when you join our mailing list.

### **The personal information we collect.**

We collect basic personal details such as your name, address, email address and telephone number.

### **How We Use The Information**

We will use your information to tell you about our forthcoming show sand 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 security measures to protect against any 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 personal information we hold about you is accurate and up to date. You are on our mailing list because you have not actively been involved in the organisation for 12 months or because you have expressed an interest in them. 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 file 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 write to us at the address below. We will take all reasonable steps to confirm your identity before providing you with details of any information we may hold about you.

### **Changes to this Policy**

We may amend this 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 change 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 policy, or our data protection practices, or to make a Subject Access Request, please contact us in one of the following ways:

**By email to the Secretary:**      [cpytenquiries@gmail.com](mailto:cpytenquiries@gmail.com)

### **By post to:**

The Arch, Station Lane, Chandler's Ford, Hampshire, SO53 4DD

Signed:  Chair