

How we use your information

Privacy Notice for Volunteers and Audience

Key details

- Policy prepared by: Hugh Parry
- Approved by Trustees on: 25/05/2018
- Next review date: 25/05/2019

Introduction

This notice is to help our supporters and audience members understand **how** and **why** we collect personal information. It also explains **what** we do with that information. It explains the decisions you can make about your own information.

If you have any questions about this notice please talk to our Data Protection Officer.

What is 'personal information'?

'Personal information' is information that we collect about you. This includes information such as your name, address and email address.

How and why do we collect personal information?

We collect this information to help the trust run properly, safely and to let others know what we do. Here are some examples:

- We may use photographs or videos of you for the website and social media sites to show prospective audiences what we do. We may seek specific consent from the person concerned before using a photograph or video recording where the Trust considers that the use is more privacy intrusive.
- We will keep details of your address and email so we can send you news and information about our events and activities and for tax (Gift Aid) purposes.

What do we do with your personal information?

The Data Protection Officer is responsible for looking after personal information and deciding how it is shared.

Like other organisations we need to keep your information safe, up to date, only use it as we have said we would, destroy it when we no longer need it and, most importantly, treat the information we receive fairly.

In exceptional circumstances we may keep your information for a longer time than usual or share it more widely than we would normally.

What decisions can you make about your information?

- If information is incorrect you can ask us to correct it.

- If you would like to know whether we hold any information about you then please contact the data officer.

Further information and guidance

This notice is to explain how we look after personal information.

If you have any questions you can ask the Data Protection Officer.