



# Privacy Policy

Policy Prepared: March 2024  
Review: March 2025

## **Policy Purpose**

This privacy policy sets out how TramShed Theatre Company uses and protects any information that you give TramShed Theatre Company when you use this website. TramShed Theatre Company is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using our services, then you can be assured that it will only be used in accordance with this privacy statement.

TramShed Theatre Company may change this policy from time to time, you should check this page to ensure that you are happy with any changes.

For the purpose of the Data Protection Act 1998, the data controller is TramShed Theatre Company, PO Box 167, Leigh, WN7 9DE. The information you provide will be held in accordance with the Data Protection Act and may be used by TramShed Theatre Company and its agents to supply the services which you have requested.

## **What we collect**

We may collect the following information:

- name and job title
- contact information including email address
- demographic information such as postcode, preferences and interests
- other information relevant to specific TramShed Theatre Company projects or initiatives

## **What we do with the information we gather**

We require this information to understand your needs and provide you with a better service, and in particular for the following reasons:

- internal record keeping
- we may use the information to improve our programmes, services and activities
- we may periodically send promotional emails about new initiatives, projects, activities or events or other information which we think you may find interesting using the email address which you have provided if you have requested these

- from time to time, we may also use your information to contact you for research purposes. We may contact you by email, phone or post. We may use the information to customise the website according to your interests.

## **Where we store your personal data**

The data that we collect from you will be stored at the named Controller address. By submitting your personal data, you agree to this storing or processing. We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this privacy policy.

All information you provide to us is stored on our secure servers. Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our site; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

## **Security**

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

## **Links to other websites**

Our website may contain links to other websites of interest. However, you should note that we do not have any control over those other websites. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

## **Controlling your personal information**

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so. You may request details of personal information which we hold about you under the Data Protection Act 1998. A small fee will be payable. If you would like a copy of the information held on you, please write to the address shown on our contact page. If you believe that any information we are holding on you

is incorrect or incomplete, please write to or email us as soon as possible, at the above address (or at [tramshedtheatre@hotmail.co.uk](mailto:tramshedtheatre@hotmail.co.uk)). We will promptly correct any information found to be incorrect.

### **Your rights**

Our site may, from time to time, contain links to and from the websites of our 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.

### **Access to information**

The Data Protection Act gives you the right to access information held about you. Your right of access can be exercised in accordance with the Act. Any access request may be subject to a fee of £10 to meet our costs in providing you with details of the information we hold about you.

### **Contact us**

Questions, comments and requests regarding this privacy policy are welcomed and should be addressed to us by email or by writing to us at the address given above.