

## Privacy Policy

The privacy and security of your personal information is very important to us. We take this matter very seriously. This privacy policy sets out how we collect and manage your personal information and how you can remove your personal information from our databases. For any queries that you may have about your personal information at Formby Little Theatre, please contact us on [info@formbylittletheatre.co.uk](mailto:info@formbylittletheatre.co.uk)

### Who Is Collecting Your Personal Information?

This privacy policy applies to [formbylittletheatre.co.uk](http://formbylittletheatre.co.uk) which is owned and operated by Formby Little Theatre. This privacy policy describes how Formby Little Theatre collects and uses the personal information you provide on our website [formbylittletheatre.co.uk](http://formbylittletheatre.co.uk). It also describes the choices available to you regarding our use of your personal information and how you can access and update this information.

### How We Collect Personal Information

You can view all the content on our site **without** providing your personal information.

1. We collect your information if you have engaged with any member of the Formby Little Theatre team and have discussed Formby Little Theatre. The individual who has engaged with you has added your details to our mailing list on the basis of Legitimate Interest.
2. We collect personal information if you seek more information about the Formby Little Theatre when you submit your contact details with our contact form.
3. The personal information we ask for on the on these forms is your name, email address, phone number, and if applicable, what areas you are interested in specifically.
4. The information you submit via our contact form is shared only within Formby Little Theatre.
5. Formby Little Theatre will contact you by means of email and/or telephone (phone call or SMS) only to the email address and phone number you provide.
6. By submitting these forms stated above you are consenting to sharing this personal information to Formby Little Theatre.

7. By submitting these forms stated above, Formby Little Theatre send you direct marketing with further information about our services on the basis of Legitimate Interest.
8. You can opt out of any email communications from Formby Little Theatre by contacting is on [info@formbylittletheatre.co.uk](mailto:info@formbylittletheatre.co.uk).

### **What We Do with Your Personal Information**

Your data is held by Formby Little Theatre within the remit of Legitimate Interest. Formby Little Theatre does not share, sell, rent, or trade your personal information with third parties without your consent. We retain access to your personal information on our secure electronic database servers whose security measures and policies have been tried, tested, and confirmed as GDPR compliant. If you complete the Our contact form your personal information will only be used by Formby Little Theatre for marketing purposes. We will retain and use your personal information as necessary to comply with our legal obligations, resolve disputes, and enforce our agreements.

### **Requesting and Updating Your Personal Information**

To request a copy of your personal information or to make changes to it please send an email to [info@formbylittletheatre.co.uk](mailto:info@formbylittletheatre.co.uk) with the subject line 'Request for Personal Information' and we will endeavour to respond to your request in five working days. Before we can complete your request, you will need to verify your identity to us by confirming your full name and email address.

### **Deleting Your Personal Information from Formby Little Theatre**

To request that your personal information be deleted from Remote Support Service's records please send an email to [info@formbylittletheatre.co.uk](mailto:info@formbylittletheatre.co.uk) with the subject line 'Deletion of Personal Information' and we will endeavour to respond to your request in five working days. Before we can complete your request, you will need to verify your identity to us by confirming your full name and email address.

### **Data processing**

If you are in any way unhappy with the way in which your data has been used, we encourage you to contact us direct at [info@formbylittletheatre.co.uk](mailto:info@formbylittletheatre.co.uk) to give us the opportunity to

address your concerns. However, if you feel it relevant you can contact the ICO directly; <https://ico.org.uk/concerns/>.

### **Changes to This Privacy Policy**

Formby Little Theatre reserves the right to make material changes to its privacy policy. These changes will be posted prominently on our privacy policy, the home page, and other places we deem appropriate.

### **Cookies**

We collect information directly from you in a number of ways. One way is through our use of 'cookies'. Most websites use cookies in order to make them work, or to work more efficiently, as well as to provide information to the owners of the website. They help us to understand how our customers and potential customers use our website so we can develop and improve the design, layout, content, and function of the site. Cookies are small text files that are placed on your computer's hard drive by websites that you visit. They save and retrieve pieces of information about your visit to the website – for example, how you entered the site, how you navigated through the site and what information and documentation was of interest to you. This means that when you go back to a website, it can give you tailored options based on the information it has stored about you on your last visit.

Some of our cookies are used to simply collect information about how visitors use our website, and these types of cookies collect the information in an anonymous form.

The rules about cookies on websites have recently changed. If you are uncomfortable with the use of cookies, you can disable cookies on your computer by changing the settings in the preferences or options menu in your browser. You can set your browser to reject or block cookies or to tell you when a website tries to put a cookie on your computer. You can also delete any cookies that are already stored on your computer's hard drive. However, please be aware that if you do delete and block all cookies from our website, parts of the site will not then work. This is because some of the cookies we use are essential for parts of our website to operate. To find out more about cookies, including seeing what cookies have been set and how to manage and delete them, visit [www.allaboutcookies.org](http://www.allaboutcookies.org).

If you do not wish to accept cookies from our website, please leave this site immediately and then delete and block all cookies from this site.

### **Copyright**

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### **Security**

We endeavour to take all reasonable steps to protect your personal information. However, we cannot guarantee the security of any data that you disclose online, and we will not be responsible for any breach of security unless this is due to our negligence or wilful default.

### **Your rights**

You have the right to ask us not to process your personal data for marketing purposes. You will always have the option to unsubscribe from any electronic marketing. We will aim to inform you before collecting your data if we intend to use your data for such purposes or intend to disclose your information to any third party for such purpose.