



# All-England Theatre Festival

## Privacy Policy

### 1. Privacy Policy: Version 1.0

- 1.1 The All-England Theatre Festival is committed to protecting and respecting your privacy.
- 1.2 This policy sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.
- 1.3 For the purpose of the GDPR Data Protection Act 25<sup>th</sup> May 2018 (the Act), the data controller is the AETF 11 Howard Rd Yardley Birmingham B25 8AL.
- 1.4 Our nominated representative for the purpose of the Act is Roger Cunnington.

### 2. Information we may collect from you

- 2.1 We may collect and process the following data about you:
  - (a) Information that you provide by filling in forms on our site [www.aetf.org.uk](http://www.aetf.org.uk). This includes information provided at the time of subscribing to our service, posting material or requesting further services. We may also ask you for information when you enter a competition or promotion sponsored by the All-England Theatre Festival, and when you report a problem with our site.
  - (b) If you contact us, we may keep a record of that correspondence.
  - (c) We may also ask you to complete surveys that we use for research purposes, although you do not have to respond to them.
  - (d) Details of any transactions you carry out through our site and of the fulfilment of your orders.
  - (e) Details of your visits to our site [including, but not limited to, traffic data, location data, weblogs and other communication data, whether this is required for our own billing purposes or otherwise] and the resources that you access.

### 3. Where we store your personal data

- 3.1 The data that we collect from you will not be passed to any third party. It will only be processed by the AETF. Such staff may be engaged in, among other things, the fulfilment of your order, the processing of your payment details and the provision of support services. By submitting your personal data, you agree to this transfer, 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.
- 3.2 All information you provide to us is stored on our secure servers. Any payment transactions will be encrypted. Where we have given you (or where you have chosen) a password which enables you to access certain parts of our site, you are responsible for keeping this password confidential. We ask you not to share a password with anyone.
- 3.3 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.

### 4. Uses made of the information

- 4.1 We use information held about you in the following ways:
  - (a) To ensure that content from our site is presented in the most effective manner for you and for your computer.
  - (b) To provide you with information, products or services that you request from us or which we feel may interest you, where you have consented to be contacted for such purposes.
  - (c) To carry out our obligations arising from any contracts entered into between you and us.
  - (d) To allow you to participate in interactive features of our service, when you choose to do so.

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- (e) To notify you about changes to our service.
- 4.3 If you are an existing customer, we will only contact you by electronic means (e-mail or SMS) with information about goods and services similar to those which were the subject of a previous sale to you.
- 4.4 If you are a new customer, we will contact you by electronic means only if you have consented to this.
- 4.5 If you do not want us to use your data in this way, please tick the relevant box situated on the form on which we collect your data.
- 4.6 We do not disclose information about identifiable individuals to our advertisers. We may make use of the personal data we have collected from you to enable us to comply with our advertisers' wishes by displaying their advertisement to that target audience.

## **5. Disclosure of your information**

- 5.1 We may disclose your personal information to any member of the AETF.
- 5.2 We may disclose your personal information to third parties:
  - (a) In the event that we transfer any of our activities or assets to another organisation.
  - (b) If we are under a duty to disclose or share your personal data in order to comply with any legal obligation, or in order to enforce or apply our terms of use and terms and conditions of supply and other agreements; or to protect the rights, property, or safety of the AETF, our members, customers, or others. This includes exchanging information with other companies and organisations for the purposes of fraud protection and credit risk reduction.

## **6. Your rights**

- 6.1 You have the right to ask us not to process your personal data for marketing purposes. We will usually inform you (before collecting your data) if we intend to use your data for such purposes or if we intend to disclose your information to any third party for such purposes. You can exercise your right to prevent such processing by checking certain boxes on the forms we use to collect your data. You can also exercise the right at any time by contacting us at [aetf.org.uk](http://aetf.org.uk)
- 6.2 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.

## **7. Access to information**

- 7.1 The Act gives you the right to access information held about you. Your right of access can be exercised in accordance with the Act.

## **8. Your rights**

- 8.1 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.
- 8.2 We will keep your information for a maximum of 7 years after you cease to be a member or have had no financial or other dealings with us. We keep your information for this period because you may resume your connection with AETF and take part again in our activities. However, you can ask us to remove your personal information from our records at any time and we will do so and stop sending you any further correspondence. You can opt out of our electronic newsletter simply by clicking 'unsubscribe' at the bottom of the email.
- 8.3 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 (see 1.3.) or by email [aetftreasurer@btinternet.com](mailto:aetftreasurer@btinternet.com). We will take all reasonable steps to confirm your identity before providing you with details of any personal information we may hold about you.

## **9. Changes to our privacy policy**

- 9.1 Any changes we may make to our privacy policy in the future will be posted on this page and, where appropriate, notified to you by e-mail.

## **10. Contact**

- 10.1 Questions, comments and requests regarding this privacy policy are welcomed and should be addressed to [www.aetf.org.uk](http://www.aetf.org.uk).