

Marron Theatre Arts Privacy Notice

Our Contact Details

Business Name. Marron Theatre Arts

Business Address. Marron Theatre Arts Centre, Larch Road, Blaydon on Tyne, NE21 5AJ.

Telephone Number 0191 4147000

E mail address vickirichardsonmta@gmail.com

What Type of Information We Have

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics. For example, name, date of birth and contact details. Contact details can be postal, or electronic (email etc).
- Statistical visitor data from our website – this is used for anonymous analysis of how many people read and / click the parts of our website.

How we get the information and why we have it.

Most of the personal information that we process is provided to us directly by you for one of the following reasons:

- To communicate with you regarding questions you have asked us
- To assess and provide you with appropriate services
- To email you or call you with information that we feel is relevant

Under the General data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

- (a) Your consent. You are able to remove your consent at any time. You can do this by contacting Vicki Richardson using the contact details below.
- (b) We have a contractual obligation.
- (c) We have a legal obligation.
- (d) We have a vital interest.
- (e) We have a legitimate interest.

What do we do with the information that we have

We use the information that you have given us in order to maintain a working relationship with you and provide services for you.

We share your information with relevant third parties (examination boards, etc.) if you choose to ask us to involve your child in external or internal examinations, festivals, events or productions.

How we store your information

Your information will be securely stored in Blaydon Upon Tyne, UK.

We keep your details for 12 months beyond the cessation of your membership with us. We will dispose of your information using proprietary software where this data is electronic, and by shredder should it be in paper form.

Your data protection rights.

Under data protection law, you have rights including:

Your right of access – you have the right to ask us for copies of your personal information.

Your right to rectification – you have the right to ask us to rectify information that you think is inaccurate. You also have the right to ask us to complete information that you think is incomplete.

Your right to erase – You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing – You have the right to ask us to restrict the processing of your personal data in certain circumstances.

Your right to object to processing – You have the right to object to the processing of your personal data in certain circumstances.

Your right to data portability – You have the right to ask that we transfer the information that you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us by e mail using vickirichardsonmta@gmail.com if you wish to make a request.

How to complain

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office

Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Helpline number: 0303 123 1113